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ABSTRACT

This second edition of an annotated bibliography on offender job training and placement lists nearly 400 items from the collection of the National Institute of Corrections (NIC) Information Center in Longmont, Colorado, including 85 items added since the first edition in 1997. Items new to this edition are marked with an asterisk. Citations have been grouped into five major categories: vocational education, inmate industries, offender/ex-offender employment, multidisciplinary materials, and videotapes. Subgroupings within these categories steer the reader to particular topics, including some or all of the following: general, training issues and curricula, self-help materials, outcome studies/evaluation, management issues, program descriptions, and private sector involvement. For each title, the citation lists the author(s), source, sponsoring agency if applicable, date, pagination, and a unique accession number. An annotation summarizes the content of each item. Where applicable a URL (Uniform Resource Locator) is provided for resources available in electronic format on the World Wide Web. Items listed in the bibliography are available from the NIC Information Center. (YLB)

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Annotated Bibliography on Offender Job Training and Placement

—Second Edition—

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Annotated Bibliography on Offender Job Training and Placement

—Second Edition—
September 1999

Constance Clem,
Editor

This material was prepared by LIS, Inc., under contract J100C0017DQ9 with the National Institute of Corrections, U.S. Department of Justice.

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Introduction

This bibliography was developed for the Office of Correctional Job Training and Placement (OCJTP), which was created within the U.S. Department of Justice, National Institute of Corrections (NIC) in March 1995. The U.S. Congress directed the Department of Justice to establish OCJTP as a requirement of the Violent Crime Control and Law Enforcement Act of 1994.

OCJTP requested the NIC Information Center to prepare this bibliography in response to its legislative mandate for "collecting and disseminating information on offender job training and placement programs, accomplishments, and employment outcomes." The first edition of the bibliography was completed in 1997. This, the second edition, lists nearly 400 items from the collection of the NIC Information Center in Longmont, Colorado, including 85 items added since 1997. Items new to this edition are marked with an asterisk (*).

Citations have been grouped into five major categories: vocational education, inmate industries, offender/ex--offender employment, multidisciplinary materials, and videotapes. Subgroupings within these categories steer the reader to particular topics, such as curriculum materials and outcome studies/evaluations. For each title, the citation lists the author(s), source, sponsoring agency if applicable, date, pagination, and a unique accession number. An annotation summarizes the content of each item. Where applicable, a URL is provided for resources available in electronic format on the World Wide Web.

Items listed in this bibliography are available from the NIC Information Center and can be obtained by calling (800) 877--1461. Readers are asked to limit their requests to five titles at a time. Some of these items are available only on a loan basis, and requestors' eligibility for loan materials may be limited. The listed titles and other materials in the area of offender job training and placement can be discussed with an NIC Information Center corrections specialist by calling the same number.

NIC encourages readers to share with OCJTP materials on programs that show promise in working with offenders and ex--offenders. Such items could include program descriptions and evaluations, training materials, and other literature.

For more information about OCJTP, contact John Moore at:

Office of Correctional Job Training and Placement
National Institute of Corrections
320 First Street, N.W.
Washington, DC 20534
Telephone (800) 995--6423, ext. 147

Section 1. Vocational Education

1.1 General

Animals and Inmates: A Sharing Companionship Behind Bars. Moneymaker, James M. 1988. 18 p.

Discusses the PAL program operated by the District of Columbia Department of Corrections. Inmates participating in this 26--week program care for an animal while learning basic laboratory veterinary techniques. Examines participant outcomes and briefly reviews pet--facilitated therapy in the correctional setting and animal care programs in correctional facilities in the U.S. and abroad. Includes bibliography. Accession no. 007487

Bright Hopes, Dim Realities: Vocational Innovation in American Correctional Education. Schlossman, Steven; Spillane, Joseph. National Center for Research in Vocational Education (Berkeley, CA); RAND (Santa Monica, CA). Sponsored by U.S. Dept. of Education, Office of Vocational and Adult Education (Washington, DC). 1992. 55 p.

Examines delivery systems for vocational training and education, provides a historical perspective on correctional education in America, and observes the implications of that history for reform in correctional education in the future. Presents a case study of the New York State Vocational Institution, examining the obstacles and difficulties faced by this program. Accession no. 011417

*** Buena Vista Correctional Facility Vocational Heavy Equipment [Program] Description. Colorado Dept. of Corrections (Colorado Springs,CO); Buena Vista Correctional Facility (Buena Vista, CO). 1998. 2 p.**

Describes a program primarily intended to develop inmates' work skills and work ethic that also generates revenue through contracts with agencies such as the Colorado Division of Wildlife and the U.S. Forest Service. Participants learn to operate heavy equipment, including motor graders, bulldozers, front end loaders, and dump trucks. The program is available to minimum–custody inmates who have a high school diploma or equivalent, have not tested positive for an illegal substance within 12 months, are not active gang members, and can obtain a security clearance. Accession no. 014845

The Current Utilization of Pell Grants by Men and Women Incarcerated in State Correctional Facilities: A Brief Summary. O'Hayre, Bernard B.; Coffey, Osa D. U.S. Dept. of Education, Corrections Program (Washington, DC). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1982. 23 p.

Discusses Pell Grants, which are widely used by inmates for post--secondary education, most commonly in vocational and career--related areas. Legislation limiting or prohibiting inmate access to such grants could severely curtail or eliminate post--secondary programs. Provides a table of summary data on Pell Grant use in corrections nationwide. Accession no. 009672

Education in Correctional Settings: A Guide for Developing Quality Vocational and Adult Basic Education Programs. U.S. Government Printing Office (Washington, DC); MESA Corp. (Reston, VA). Sponsored by U.S. Dept. of Education, Office of Vocational and Adult Education (Washington, DC). 1985. 125 p.

Developed as part of a project to identify successful elements in vocational programs and specific programs resulting from cooperative and interagency arrangements for vocational education. Describes more than 40 correctional programs judged highly effective for men, women, or both. Reviews ideas and recommendations for program development and administration applicable to adult and youth institutions, halfway houses, and community settings. Lists possible funding sources and includes a bibliography and list of resources. Accession no. 004268

Educational Programming for Handicapped Offenders: A Comprehensive Functional Approach. Platt, John S. 1985. 24 p.

Defining handicapped offenders as offenders who exhibit learning disabilities in employable skills and noting that the handicapped offender is overrepresented within the populations of both juvenile and adult correctional facilities, the author advocates particular attention to addressing pre--employment skill deficits and the specific skills needed to obtain and keep a job. Accession no. 004152

Final Report for the Corrections Apprenticeship & Training Coordination Project. Ward, A. Kent. Oregon Dept. of Human Resources, Corrections Division (Salem, OR). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC); Oregon Law Enforcement Council (Salem, OR). 1979. 32 p.

Reviews the history and achievements of an Oregon apprenticeship program, which was the second in the nation to use the state registered Apprenticeship and Training Program as a vehicle for training the incarcerated. Examines how well the program has met its established objectives. Accession no. 001138

Guidelines for Serving Special Needs Students in Vocational Education. Patterson, Robert S.; Mikulin, Eleanor K. Texas Education Agency, Vocational Education Programs (Austin, TX). 1989. 54 p.

Assists teachers, counselors, and administrators in fulfilling state and federal requirements for serving special needs students in vocational education programs. Offers comprehensive information about student identification, vocational assessment, placement procedures, and the provision of special services. Accession no. 009484

The Impossible Takes a Little Longer. Lampi, John M. Waupun Correctional Institution (Waupun, WI). 1990. 7 p.

This paper, presented to the 45th International Correctional Education Association Conference, 1990, discusses the rationale for training in machine repair, the background of the machine repair program at Waupun Correctional Institution, and the structure and format of the machine repair curriculum. Accession no. 008860

Improving Vocational Education in Corrections: Proceedings of the Workshop for Improving Vocational Education in Correctional Institutions. Cronin, F. Patrick. Ohio State University, Center for Vocational Education (Columbus, OH). Sponsored by U.S. Office of Education, Bureau of Occupational and Adult Education (Washington, DC). 1976. 215 p.

Describes a project undertaken in 1974 by the Center for Vocational Education to assess the current status of correctional vocational education. Identifies needs and goals and outlines a plan of action. Includes presentations given at the 1975 workshop. Accession no. 008852

Improving Vocational Programs for Female Inmates: A Comprehensive Approach to Quality Programs. Norton, Lee. National Center for Research in Vocational Education (Columbus, OH). Sponsored by U.S. Department of Education, Bureau of Adult and Vocational Education (Washington, DC). 1987. 116 p.

The approach consists of documenting the need for vocational program improvement, establishing a case for the comprehensive approach to vocational education programs, planning a course of action, and discussing factors related to vocational program improvement. Accession no. 006868

Los Angeles County Answering Service Solves Telephone Delays and Trains Inmates. Osborne, Robert. *Large Jail Network Bulletin*, v. 1 n. 4, p. 6--8. LIS, Inc. (Boulder, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Boulder, CO). 1990. 3 p.

Discusses the Inmate Answering Service, developed by the Los Angeles County Sheriff's Department to improve public access to unrestricted information regarding facilities and persons in custody. Using inmate labor, the system has markedly improved response to citizen calls, while providing the inmates with training in telecommunications and office reception skills. Accession no. period70. *View online at http://www.nicic.org/pubs/1990/period70.pdf.*

Next Steps in Public--Private Partnerships. Hemmings, Madeleine B. National Center for Research in Vocational Education (Columbus, OH). 1984. 21 p.

Presented at a National Center for Research in Vocational Education seminar, this paper gives a business perspective on public/private development of educational and vocational programs and outlines a plan for building successful partnerships. Includes questions and answers following the presentation. Accession no. 004064

Office Automation Training Program for Inmates at Patuxent Institution: Final Report. Coldren, James. Maryland Dept. of Public Safety and Correctional Services, Patuxent Institution (Jessup, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. ca. 220 p.

Final report of an office automation training program developed to augment existing educational programs by providing competency--based instruction in typing, office procedures, computer basics, data processing, micro--computer applications, office automation, word processing, career planning, and job--search training. Includes the 1986/1987 course content for the program. Accession no. 005499

Ohio's Best Hope for the Incarcerated: Vocational/Technical Education. Shannon, Theodore P. Ohio Council on Vocational Education (Westerville, OH). 1990. 28 p.

Presents an overall picture of crime and criminal justice in Ohio, as well as numbers and characteristics of incarcerated juveniles and adults. Discusses a rationale for providing vocational skill training, a current profile of vocational programs in correctional institutions, and teachers' perceptions of the vocational education delivery system. Accession no. 008855

Operation Outward Reach, Inc. Operation Outward Reach, Inc. (Greensburg, PA). 1990. 67 p.

Examines Operation Outward Reach (OOR), a program that teaches prisoners carpentry and masonry. Participants learn the proper use of trade tools, work assembly, and job discipline during daily on--the--job training in house repair and construction for rural elderly and poor persons and nonprofit organizations. Three 2--hour evening classes per month are required on topics related to the daily work experience. Provides a brief history of OOR and numerous newspaper articles. Accession no. 009081

Oregon Women's Correctional Center and the Oregon Department of Corrections. Oregon Women's Correctional Center (Salem, OR); Oregon Dept. of Corrections (Salem, OR). 1990. 51 p.

Provides historical information on the Oregon Women's Correctional Center (OWCC) and a description of the OWCC facility and security. Discusses various programs offered at OWCC, such as vocational training, beauty school, inmate work programs, ABE/GED program, a college program,

and correctional treatment. Includes organizational flow charts of the center's personnel and the "Department of Corrections Chartbook," containing various statistical facts. Accession no. 009238

Oversight Report on Nontraditional Vocational Training for Female Inmates. Smith, Kelley R. Florida Legislature, House of Representatives, Committee on Corrections (Tallahassee, FL) 1994. 28 p.

Reviews data collected in a previous study on female vocational preferences to determine whether the data warrant the implementation of nontraditional vocational programs for female offenders. Examines the cost allocations for male and female inmate vocational programs and reviews correctional legal responsibilities, agency data, and the results of a vocational survey. Accession no. 012476

A Plan to Contract Academic and Vocational Educational Services. Florida Dept. of Corrections, Health and Education Services Program Office (Tallahassee, FL). 1985. 86 p.

Responds to proviso language in Florida's 1984--85 appropriations act that required the DOC, in conjunction with the state Department of Education, to develop a plan to contract for all academic and vocational education for inmates beginning July 1, 1986. Describes the DOC's role in education, the planning process followed, existing educational activities in the DOC, activities which would be contracted or retained in the DOC, structure and staffing issues when contracting is under way, strategic contractual issues, budgetary and personnel issues, and steps for implementation. Accession no. 005632

Program to Provide Vocational Training to Limited English Speaking Adults in a Correctional Setting: An Exemplary Project in Vocational Education. Final Report. Murray, Lane. Texas Dept. of Corrections, Windham School System (Huntsville, TX). Sponsored by Texas Education Agency, Dept. of Occupational Education and Technology, Research Coordinating Unit (Austin, TX). 1981. 62 p.

Details the rationale, goals and objectives, design, results, and accomplishments of a pilot program to screen, place, and provide vocational training to adult inmates with limited English language skills. Presents conclusions and recommendations for expanding the bilingual vocational training program systemwide. Appendices include language and vocational assessment tests, a program self--assessment, a safety information sheet and test in Spanish, and a list of educational program offerings. Accession no. 002827

A Program to Reintegrate Pennsylvania Inmates Through Live Work and Community Involvement: Final Report. Operation Outward Reach, Inc. (Youngwood, PA); Pennsylvania Dept. of Education, Bureau of Correctional Education (Harrisburg, PA). 1996. 167 p.

Operation Outward Reach has a 25--year history of providing pre--release vocational training in carpentry and masonry to Pennsylvania inmates, combined with community service to benefit low--income senior citizens, other economically disadvantaged people, and nonprofit organizations. This final report of a federal demonstration project discusses goals and accomplishments and presents the report of an outside evaluator. Includes a manual for developing and managing programs, job descriptions for program staff, a list of textbooks used in the program, and a section on job search skills. Accession no. 013214

Project TRADE (Training, Restitution, Apprenticeship, Development and Education). Home Builders Institute (Washington, DC). 1995. 25 p.

Presents materials on the Home Builders Institute and Project TRADE, which provides craft skills training and job placement to adult offenders. Vocational education classes are combined with hands--on training to give participants valuable experience for future employment. Includes a brochure describing the Home Builders Institute and the project, a course outline, a description of Pre--Apprenticeship Certificate Training, and numerous articles on the Institute and its programs. Accession no. 012551

Rehabilitation Through Education. Harris County Sheriff's Dept. (Houston, TX). 1995? 2 p.

Describes a collaborative effort between Houston Community College and the Harris County Sheriff's Department to provide educational programming to inmates. Summarizes the courses offered at the Harris County Jail through the college, including commercial art, English as a second language, GED, graphic art, custodial maintenance, upholstery, office skills, and construction basics. Accession no. 012608

Shelby County Inmate Training Emphasizes Local Labor Market. Sowell, Susan; Bishop, Ronald. *Large Jail Network Bulletin*, Summer 1992, p. 4--6. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1992. 3 p.

Nearly 50% of jail inmates in Shelby County, Tennessee, are involved in some type of work, training/vocational, or education program. This article discusses modifications the county made to keep pace with changes in the local labor market. Training/vocational programs include culinary arts, landscape/horticulture, and upholstery, each designed to help inmates gain locally marketable skills. Accession no. period7. *View online at http://www.nicic.org/pubs/1992/period7.pdf.*

Special Needs Offenders—Vocational Assessment: Handbook for the Corrections Department and Department of Vocational Rehabilitation Network. Sather, Jerry. New Mexico Corrections Dept. (Santa Fe, NM). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 48 p.

Identifies the responsibilities of Corrections Department staff in helping Department of Vocational Rehabilitation counselors identify potential candidates for vocational training, job development, and counseling. Special needs offenders are defined as either physically or mentally disabled. Accession no. 006108

Special Needs Vocational Students. Rutt, Marsha; Loory, Bonnie. Texas Dept. of Criminal Justice, Windham School System (Huntsville, TX). 1991. 68 p.

Lists general characteristics of learning--disabled, disadvantaged, and limited English proficient (LEP) students. Identifies specific characteristics of academically disadvantaged and economically disadvantaged students. Discussions include LEP students, reading skills, critical thinking/problem--solving skills, the disadvantaged student, and learning styles and modification of instruction. Accession no. 009485

STEP WON to Vocational Success: A Program of Development for Adult Women Offenders. Clark County Corrections Dept. (Vancouver, WA). 1996. 22 p.

STEP WON (Support, Training, Employment Program–Women Offender Network) is a full--range transition program for women during and after incarceration, based on a partnership of county and state corrections departments, the Private Industry Council, Clark College, and the YMCA. Program summaries provide data and brief descriptions of offender participation and community involvement. Accession no. 013198

Survey of State Correctional Education Systems: Analysis of Data from 1992 Field Test. Kirshstein, Rita; Best, Clayton. U.S. Dept. of Education, Office of Correctional Education (Washington, DC); Pelavin Research Institute (Washington, DC). 1996. 98 p.

Presents findings on the administration of correctional education, types of correctional education programs offered at adult and juvenile facilities in each state, the number of inmates who participated in these programs, and the staffing and financial resources used to provide educational services. Includes tabulated statewide data on programs in adult and juvenile correctional facilities, with breakdowns by types of vocational programs offered. Accession no. 013212

Vocational Education for Adult Inmates. Halasz, Ida M. 1990. 39 p.

Focusing on vocational education in state prisons, this essay presents an overview of the offender population and the history, philosophy, funding, and administration of corrections education. Discusses employability, life skills, entrepreneurship programs, and TIE programs. Examines research in vocational education and explores instructional techniques. Accession no. 008854

Vocational Education in Correctional Institutions: A Report Based on Four National Hearings. National Advisory Council on Vocational Education (Washington, DC); U.S. Dept. of Education, National Institute of Education (Washington, DC); Educational Resources Information Center (Washington, DC). 1981. 72 p.

Findings from hearings held in 1979 suggest that quality, comprehensive vocational education typically is not provided by correctional systems. Identifies opportunities for improvement in funding, administration, standards for and relevancy of programs, and federal leadership. Accession no. 003203

Vocational Education in Correctional Institutions: Summary of a National Survey. Abram, Robert; Schroeder, Paul E. Ohio State University, Center for Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Health, Education, and Welfare, Bureau of Occupational and Adult Education (Washington, DC). 1977. 123 p.

Summarizes data collected in a national survey of vocational education programs in 384 correctional facilities, including Federal Bureau of Prisons facilities, city and county jails, and military correctional facilities. Appendix includes the survey methodology. Accession no. 002262

Vocational Education in Corrections. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Lists print resources and organizations that can provide information on vocational education programs in correctional institutions. Accession no. 008679

Vocational Education in Corrections. Day, Sherman R.; McCane, Mel R. National Center for Research in Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Vocational and Adult Education (Washington, DC). 1982. 37 p.

Describes the history of vocational education in corrections; options for institutional and community--based programming; innovative programs for female, juvenile, and mentally handicapped offenders; and findings on program effectiveness. Identifies three factors as critical for future development of effective programs: increased and improved research and evaluation, increased community and interagency involvement, and leadership bygovernment entities and professional organizations. Includes references. Accession no. 004398

Vocational Education–Job Training Partnership Act Coordination. Naylor, Michele. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); National Center for Research on Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1988. 2 p.

Reviews the barriers to coordination between vocational education and Job Training Partnership Act programs, strategies for overcoming them, the overall status of joint planning and coordination, and examples of successful joint programs. Accession no. 008669

Y–STOP Institutional Program Component. Ward, Robert E. South Carolina Dept. of Corrections (Columbia, SC); Lee Correctional Institution (Bishopville, SC). 1995. 7 p.

Y--STOP's mission is to interrupt the criminal careers of high--risk young offenders through a focused multi--agency effort. It focuses on three major areas: cognitive restructuring, alcohol and drug counseling, and vocational skill development. Accession no. 012743

1.2 Training Issues and Curricula

Competency–Based, Open Entry/Open Exit, Individualized, Vocational Education Programs. Durfee, Michiel M. South Dakota Board of Charities and Corrections (Pierre, SD); Springfield Correctional Facility (Springfield, SD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 28 p.

Final report of a project to develop competency--based curricula in 12 vocational training programs and appropriate staff in--service training. Accession no. 005694

Computer Aided Drafting and Automated Office Systems Program, Purdy Corrections Center for Women: Final Report. Tacoma Community College (Tacoma, WA); Washington State Dept. of Corrections, Office of Program Development (Olympia, WA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1988. 82 p.

Final report of a project to assess, develop, revise, and implement curriculum; provide training; and maintain systems necessary to upgrade female inmates' knowledge and skills in computer--aided drafting and automated office skills to meet current industry standards of employability. Accession no. 006511

Computer–Assisted Instruction in Vocational Education. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1992. 2 p.

Reviews literature related to computer--assisted instruction and presents guidelines for effective use of such instruction and a list of references. Accession no. 000243

Development of a Competency Based Curriculum in Communication Electronics for Female Offenders. J.F. Ingram State Technical College (Deatsville, AL). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 21 p.

Contains course listings and a description of the curriculum for a program to prepare female inmates for work in an industry in which available jobs exceed the number of qualified applicants. Participants must be able to function at the 10th grade level in both reading comprehension and mathematics. Includes detailed student competency checklists for each course. Accession no. 004923

Effective Teaching in Vocational Education. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Classifies factors contributing to secondary education effectiveness into four categories—occupational, educational, ancillary, and societal—and describes factors that relate positively to increased learning. Accession no. 008683

Energy Conservation and Solar/Adobe Construction Lesson Plans for Educating Inmates. Ebenezer, Job S. Los Lunas Correctional Center, Dept. of Education (Los Lunas, NM). 1985? ca. 120 p.

Presents lesson objectives and detailed instruction in energy auditing and conservation practices, active and passive solar system design, residential carpentry, site preparation, concrete pouring and finishing, rammed earth forms and walls, framing and insulating, interior and exterior finishing, plumbing, and wiring. Accession no. 003863

ERIC Resources on Vocational Education Curriculum Development [Annotated Bibliography]. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Contains 16 citations from the ERIC database on instructional materials for vocational and technical education, developing occupational programs, technology education, working with business and industry, and related topics. Publication dates of these materials range from 1984 to 1988. Accession no. 008682

Final Report Volume Two: Pre–Employment Training Curriculum: Preparing Women for Non–Traditional Careers. Friedman, Randi. Massachusetts Dept. of Manpower Development (Boston, MA). Sponsored by Massachusetts Dept. of Corrections (Boston, MA). 1982. 201 p.

The last in a series of reports developed by the Comprehensive Offender Employment Resource System (COERS) and the Massachusetts Department of Manpower Development, this volume compiles teaching modules used for pre--employment and vocational training at MCI--Framingham. Modules cover values clarification/self--esteem building, lifestyle/societal skills, career exploration, looking for a job, job interviews, and retention/graduation. Includes a bibliography, list of resources, and list of audiovisual aids. Accession no. 001865

Improving Corrections Education: Two Perspectives for Voc Ed. Coffey, Osa; Carter, Dianne. National Center for Research in Vocational Education (Columbus, OH). 1986. 38 p.

Includes the text of two papers presented at a seminar series sponsored by the National Center for Research in Vocational Education. One discusses opportunities for research, information exchange, and alliances between vocational and correctional educators, academics, and organizations. The other outlines characteristics common among good correctional education programs. Includes the narrative of a question--and--answer session and statistical, policy, and resource appendices. Accession no. 005018

Industrial Arts: Exploratory Training Center Curriculum Outline. Gadbois, Robert. Massachusetts Dept. of Correction (Boston, MA); Massachusetts Correctional Industries (Norfolk, MA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 37 p.

A pre--vocational and advanced skills vocational training program was developed for the prison industry operation at Norfolk. This document includes the curriculum for drafting, woodworking, sheet metal, welding, plumbing, electrical wiring, graphic arts, and sewing. Accession no. 006858

Interactive Video in Vocational Education. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); National Center for Research in Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Provides an overview of individualized instruction, types of video technology, five phases of interactive video design, production of interactive video materials, and use of interactive video in instruction. Accession no. 008667

Interactive Videodisc in Vocational Education. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Discusses potential uses of interactive video, its effectiveness as a learning tool, instructional issues, and costs. Identifies four examples of applications in vocational education. Includes references. Accession no. 009292

Job--Related Basic Skills. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Defines and reviews job--related basic skills or levels of job literacy, which include learning to learn, reading, writing and computation, oral communication and listening, creative thinking, and personal management. Gives examples of programs and discusses making skill development programs work. Accession no. 008675

Locating Vocational Education Curricula. Wagner, Judith O. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Discusses various ways to locate vocational education curriculum materials. These include contacting a state liaison representative, the National Network for Curriculum Coordination in Vocational and Technical Education, a regional curriculum coordination center, or a state vocational education resource center. Accession no. 008678

Minnesota Correctional Facility–Stillwater Computer Training Initiative. Morehead, Billy T. Minnesota Correctional Facility–Stillwater (Stillwater, MN); Minnesota Dept. of Corrections (St. Paul, MN). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 7 p.

Final report of a project to enhance computer--assisted instruction capability at the Minnesota Correctional Facility–Stillwater for inmates housed in protective custody and minimum security, for the non--English speaking population, and for vocational education students. Accession no. 005802

*** Technology Education Program/Curriculum Guide.** Hall, Robert A. New Hampshire State Prison, Adult Vocational Training Center (Concord, NH). 1996. 50 p.

Compiles program information, curriculum materials, and texts on technology education. Presents information in three major clusters: industry and technology communication; material processes technology; and energy, power, and transportation. A fourth cluster, a technology practicum, focuses on the history and interrelationship of each system of technology and how they function in society. Accession no. 008660

Using Multimedia for Distance Learning in Adult, Career, and Vocational Education. Stammen, Ronald M. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1995. 75 p.

Explores how educators are using multimedia for distance learning. Three types of telecommunications technologies are described: multimedia with broadcast television, multimedia with interactive video (television), and computer--mediated communication networks. Discusses the difficulties and challenges of the new systems. Accession no. 012820

Using the Internet in Vocational Education. Wagner, Judith O. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1995. 2 p.

Briefly describes the uses of the Internet in vocational education and gives examples of current applications and potential problems. Identifies potentially useful Internet sites and provides addresses for accessing them. Accession no. 013144

Vocational Competencies. [Preliminary Ed.] Merren, John. Arizona Dept. of Corrections, Offender Services Educational Programs (Phoenix, AZ). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1988. 120 p.

Includes basic competencies and instructional subskills for the areas of carpentry, masonry, welding, plumbing, electrical wiring, and electrical motor controls. Accession no. 006488

Windham School System Vocational Department: Teacher's Manual. Texas Dept. of Criminal Justice, Windham School System (Huntsville, TX). 1990. ca. 200 p.

Contains staff regulations that encompass educational requirements, policies/procedures, forms, safety, instructional testing, short course policies and information, counseling, and co--op training class information. Accession no. 009486

*** The World Wide Web and Vocational Education.** Wagner, Judith O. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Department of Education, Office of Educational Research and Improvement (Washington, DC). 1997. 2 p.

A resource for vocational teachers presents suggestions for using the Internet in the classroom, gives examples of current use, and lists 15 relevant websites. Accession no. 014416

1.3 Outcome Studies/Evaluations

Assessment of Quality Vocational Education in State Prisons: Successful Programs and the Components That Permit Them to Succeed. Rice, Eric; Poe, John R.; Hawes, John R.B.; Nerden, Joseph T. System Sciences, Inc. (Bethesda, MD); Conserva, Inc. (Raleigh, NC). Sponsored by U.S. Department of Education, Bureau of Adult and Vocational Education (Washington, DC). 1980. 223 p.

Uses three measures of success (post--release employment, recidivism, and in--program success) to gauge the effectiveness of nine exemplary corrections--based vocational education and training programs. Describes each program in detail using standard categories—such as staffing patterns, instructional methods, and participant characteristics—and discusses variables that contributed to program success. Includes information on seven additional programs that did not meet all criteria for the study. Accession no. 009985

An Assessment of Vocational Education Needs in Florida's Women's Prisons. Florida Legislature, Joint Legislative Management Committee, Economic and Demographic Research Division (Tallahassee, FL). 1995. 48 p.

Based on data from the Florida Department of Corrections female inmate population on June 30, 1994, this study evaluates vocational training for female inmates and measures its effectiveness in light of economic and labor market trends. Results describe the sample population demographics,

vocational assessment data, labor market trends, and vocational programs. Includes recommendations for improving vocational training. Accession no. 012420

Evaluating Vocational Education Programs: A Handbook for Corrections Educators. Halasz, Ida; Behm, Karen. National Center for Research in Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Vocational and Adult Education (Washington, DC). 1982. 98 p.

Designed for corrections educators with little experience in evaluation procedures. Defines evaluation, differentiates vocational education from both pre--vocational training and work in prison industries, and describes the evaluation process. Includes checklists, worksheets, examples of evaluation materials, a list of recommended resources, and a hypothetical case study to guide the user through the evaluation process. Accession no. 004400

Evaluation of the Cosmetology Training Program at Taycheedah Correctional Institution. Troia, Nina. Wisconsin Dept. of Health and Social Services, Division of Policy and Budget, Bureau of Evaluation (Madison, WI). 1984. 93 p.

Discusses program participation and completion, the effect of program participation on employment, and recommendations for increasing employment opportunities for participants through work release and other means. Accession no. 005251

Evaluation Strategies for Vocational Program Redesign. Halasz, Ida. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Examines the role of evaluation in vocational education program redesign, especially for secondary students. Assesses previous evaluation efforts and describes evaluation strategies for program redesign. Accession no. 008674

Federal Prisons: Inmate and Staff Views on Education and Work Training Programs. Stana, Richard M. U.S. General Accounting Office (Washington, DC). 1993. 50 p.

Responds to concerns about the failure of many U.S. Bureau of Prisons (BOP) inmates to complete basic prison education programs and about the usefulness of these programs in providing inmates with marketable skills. The project team surveyed BOP staff and accessed other sources to evaluate BOP data on inmate vocational program participation, and it surveyed inmates and staff regarding program effectiveness. Recommends broadening the incentives used to promote inmate participation in and completion of educational and vocational training programs. Such incentives could include preferred housing assignments, custody level reductions, or an allowance to attend school during the work day. Accession no. 010915

Florida Education and Training Placement Information Program (FETPIP): Correctional Education School Authority Findings. (Draft.) Florida Correctional Education School Authority (Tallahassee, FL). 1992. 18 p.

A study tracked prison releasees' employment, education, and recommitment outcomes in three 1--year cohorts. Further analysis for men released in 1989--1990 demonstrates higher employment for those who participated in prison vocational programs. The 1989--1990 data are also examined by race and age of releasees. Accession no. 000071

*** Follow–up Report on FY–91, 92, 93, 94, and 95: Vocational Education Graduates.** Rhoades, Ron; Krueger, Duane. Hutchinson Correctional Facility, Vocational Education Program (Hutchinson, KS); North Central Kansas Technical College (Kansas). 1996. 78 p.

Uses a thorough statistical analysis of the work status of 340 inmates to illustrate the success of vocational education programs in a correctional setting. Compares release, employment, wage, and recidivism rates in 12 vocational programs, concluding that inmates with vocational training are

more likely to be released from prison, become employed, and remain unincarcerated. Accession no. 013667

Follow--Up Study of a Sample of Offenders Who Participated in Food Services Program. Macdonald, Donald G.; Bala, Gerald. New York State Dept. of Correctional Services, Division of Program Planning, Research and Evaluation (Albany, NY). 1987. 8 p.

This study examined the return rate of offenders who participated in a food services program while incarcerated. Inmates who acquired significant occupational skills by earning the job title of short--order cook had a return--to--prison rate of 26.6%, compared to 34.8% for those who developed only entry--level job skills, e.g., waiter or kitchen helper job titles. Accession no. 006392

Follow--Up Study of Vocational Education Graduates from the Ohio Central School System During Fiscal Year 1979. Final Report. Schaeffer, Earl R.; Shannon, Theodore P. 1983. 26 p.

Tracks the employment status, job placement factors, and parole outcomes of 589 1979 graduates of vocational education programs in seven institutions operated by the Ohio Dept. of Rehabilitation and Correction. Seventy--five percent of graduates successfully completed their parole, and 73% were employed during the parole period. Includes recommendations for examining and expanding vocational course offerings and for further study. Accession no. 002809

Hillsborough County Detention Department Functional Literacy Project: Final Report, Funding Period: December, 1992–July, 1995. Bates, Jan; Smith, Linda G. Hillsborough County Sheriff's Office, Detention Dept. (Tampa, FL). Sponsored by U.S. Dept. of Education, Office of Adult and Vocational Education (Washington, DC). 1995. 214 p.

Describes the Functional Literacy Project, which provides educational and vocational programs to inmates. Presents an evaluation of results in terms of process and outcomes. Accession no. 013148

Is It Working? Self Help Guide for Evaluating Vocational and Adult Education Programs. Fleischman, Howard L. U.S. Dept. of Education, Office of Correctional Education (Washington, DC); Devel VA). 1995. 86 p.

Helps administrators of local adult and vocational education programs improve their approach to evaluation. Provides a framework to help agencies document their programs' effectiveness as resources become more scarce. Accession no. 012979

Modest Program, Modest Gains: An Outcome Study of a Day Reporting Program; Stayin' Straight: South Carolina's Experiment with Day Reporting; Stayin' Straight: An Outcome Study of a Day Reporting Program. Mackinem, Mitchell; Goodale, Karen; Caughman, Sally. South Carolina Dept. of Probation, Parole, and Pardon Services (Columbia, SC). 1995? 5 p.

Describes results of outcome studies that show the Stayin' Straight program was effective in lowering probation failure rates and rates of rearrest for program graduates. Emphasizing substance abuse treatment, vocational rehabilitation services, and extensive case management, the program moderately affected offender behavior and extended the time between arrests for program graduates who were rearrested. Accession no. 012992

Offender Employment (Following Transfer to a Community Residential Program or Parole): A Research Brief Using Existing Data. Michigan Dept. of Corrections, Facilities Research and Evaluation Unit (Lansing, MI). 1990. 8 p.

Tracks employment outcomes for 453 DOC inmates who participated in trade--related training and were released to a community residential program or parole between January 1979 and December 1980. Findings address the number of releasees employed, types and skill levels of jobs obtained, relationship between training received and jobs obtained, length of time in the jobs, wages received, and reasons why releasees left the jobs they obtained. Accession no. 013208

Review of Various Outcome Studies Relating Prison Education to Reduced Recidivism. (Revised.) Tracy, Chris; Johnson, Cheryl. Texas Dept. of Criminal Justice, Windham School System (Huntsville, TX). 1994. 12 p.

Reviews and summarizes the results of studies related to prison educcument is divided into four sections: basic education and GED preparation, secondary level vocational training, post--secondary level programming, and social and cognitive skills development. Each section cites and summarizes related studies. Includes a bibliography. Accession no. 012506

Vocational Education in Ohio Corrections Institutions: A Follow--Up Study. Abram, Robert E.; Wheatley, Robert. Ohio State University, Center for Vocational Education (Columbus, OH). 1977. 107 p.

Presents the results of a follow--up study of 185 youth and adult offenders who were released from six Ohio correctional facilities after receiving vocational training. Findings indicated that although the students rated the quality of training as favorable, few were employed in fields related to their training and the unemployment rate for both youth and adults was high. Accession no. 000364

Vocational Education Performance Standards. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Examines some vocational education experiences with outcome measures, describes proposed approaches, and enumerates potential issues and challenges in establishing performance standards for vocational education. Accession no. 008677

Vocational Program Participation and Recidivism. Debor, Stephen T. Michigan Dept. of Corrections, Facilities Program Evaluation Unit (Lansing, MI). 1984. 50 p.

Discusses whether there is a correlation between the rate of participation of offenders in vocational education programs and the incidence of recidivism after release. Accession no. 004646

*** Vocational Programs: Description and Exploratory Study.** Brandon, Ann; Chard--Wierscham, Deborah. New York State Dept. of Correctional Services (Albany, NY). 1997. 11 p.

Presents the results of a study that showed that inmates who earned six or more vocational job titles had lower return--to--prison rates than those who earned fewer. Inmates who earned a GED or high school diploma returned at a consistently lower rate than those who did not have a diploma, regardless of the number of job titles earned. Accession no. 014111

Vocational--Technical Education: A Successful Tool for Rehabilitation? Udell, Don S.; Morton, Frankie P. University of Oklahoma (Norman, OK). 1986. 13 p.

Explores the impact of the five vocational--technical (vo--tech) centers operating within the Oklahoma Department of Corrections on the recidivism rate of inmates who completed specific skill--related training programs from 1980 through 1984. Among the program completers who had been released by the time of the 1986 study, 76% had not been returned to DOC custody. Twenty--four percent had been returned to DOC custody, in comparison with a recidivism rate of 45% to 77% for the general population. Accession no. 007711

Vocational Training Evaluation—Interim Report: "Finding A Job: The Post--Release Employment of Federal Parolees." Beck, James L. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research (Washington, DC). 1979. 15 p.

Examines a national sample of employment data as a first step in analyzing the overall employment of released federal offenders. Accompanying tables show overall unemployment rates among federal parolees, types of employment secured, average money earned, and employment by race and age. Accession no. 001752

Wallkill Optical Program Follow--Up. Canestrini, Kathy. New York State Dept. of Correctional Services (Albany, NY). 1993. 8 p.

The Wallkill Optical Program employs approximately 45 inmates in the production of eyeglasses for state and New York City correctional populations, with plans under way to expand the program to 90 inmate workers and provide eyewear for all upstate New York Medicaid recipients. Because extensive training is required, participation criteria include a high school diploma or GED and a minimum of 1 year remaining on the inmate's sentence before release. The follow--up study tracked release outcomes for 118 program participants against a control group of nonparticipants, demonstrating substantially lower recidivism among participants. At 12 months, about 3% of program participants had been returned to DOC custody vs. 11% of the control group. At 84 months, 34% of participants had been returned to the DOC vs. 54% of the control group. Material includes methodology, sample groups, statistics, and anecdotal information. Accession no. 011746

Section 2. Inmate Industries

2.1 General

1990 Update—Guidelines for Prison Industries. Crim, Tom J.; Miller, Neal. Institute for Economic and Policy Studies (Alexandria, VA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1990. 194 p.

Presents results of a 1989 survey of prison industry programs in the United States and Canada, including summaries of activities by state, and an update on court decisions and new legislation. Accession no. 010557

1991 CI--Net Correctional Industries Survey Report. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1992. 202 p.

Outlines the purpose of the 1991 CI--Net Correctional Industries survey and summarizes its results. Comprehensive tables summarize responses on topics related to inmate employment, product marketing, legal issues, pricing factors, automated information management systems, and organizational management. Provides specific information for a range of correctional industries and lists survey contacts by state. Accession no. 010323

1993 Summit on Federal Prison Industries: June 1992—July 1993, Washington, D.C. Brookings Institution (Washington, DC); Federal Prison Industries (Washington, DC). 1993. ca. 200 p.

The Federal Prison Industries (FPI) Summit was designed to assist FPI in finding a way to increase inmate employment while minimizing the impact on private industry and labor. This report summarizes the issues debated and the resulting growth strategy proposals. Discussions include service alternatives, subcontracting, and offshore labor. Accession no. 002769

Authority of Federal Agencies to Contract with State Prison Industries. Alito, Samuel A. U.S. Dept. of Justice, Office of Legal Counsel (Washington, DC). 1987? 12 p.

Memorandum written by Deputy Assistant Attorney General Samuel Alito in response to a request by Norman A. Carlson, Director of the Federal Bureau of Prisons, for an opinion on several legal

issues relating to the authority of federal agencies to contract with state prison industries to purchase goods produced by inmates. Accession no. 007474

CI–Net Jail Industries Survey Final Report. American Correctional Association. Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, U.S. Bureau of Justice Assistance (Washington, DC). 1991. 153 p.

Provides the results of a survey of 749 jail and detention facilities. Discusses general data on all survey respondents, and general data and summaries of specific information on jail industries. Lists jurisdictions not operating jail industries and some reasons why. Identifies jurisdictions that are considering start up of jail industries. Provides a directory of jurisdictions operating jail industries, along with specific data on each operation, including industry types, standards and regulations, inmate training, inmate and civilian employment, inmate wages, and private sector involvement. Accession no. 009477

CI–Net Targeted Survey Analysis: Female Offenders Employed in Correctional Industries. American Correctional Association (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1991. 7 p.

Analyzes a survey of female offenders employed in state correctional industries and identifies the number of employees by type of industry for each state. Includes the survey instrument. Accession no. 010154

*** Correctional Industries Association, Inc. 1998 Directory: Producing Productive People.** Correctional Industries Association (Belle Mead, NJ). 1998. 136 p.

Provides information on the Correctional Industries Association, Inc.; profiles state, federal, and Canadian prisons industries; and includes grant and technical assistance information and prison industries contact numbers. Provides general information and a listing of products and services. Accession no. 006435

Correctional Industries. Delaware Bureau of Adult Correction (Smyrna, DE). 1991. 5 p.

Summarizes the range of work and services performed by prison inmates and focuses on inmates' involvement with data entry and telemarketing industries. Describes costs, number of inmates employed, and logistics for programs being operated in several states. Accession no. 009731

Correctional Industries Association, Inc. 1996 Directory: Producing Productive People. Correctional Industries Association (Belle Mead, NJ). 1996. 119 p.

Provides information on the Correctional Industries Association, Inc. (CIA); prison industries and advertisers in the 50 states, the Federal Prison System, and the Correctional Service of Canada; and jail industries. Tables provide information on products and services, inmate worker statistics and programs, markets and sales restrictions, and CIA Board policy and appropriations. Accession no. 006435

Correctional Industries: Background, Planning and Development Guide for Inmates with Mental Retardation. (Draft final report.) Sociometrics, Inc. (Hyattsville, MD); U.S. Dept. of Health and Human Services, President's Committee on Mental Retardation (Washington, DC). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1992. 144 p.

Written primarily for human services administrators and specialists, presents a general process for developing or expanding correctional industry programs for mentally handicapped inmates. Major sections include a discussion of legal and legislative issues, descriptions of the major components of model service programs geared for mentally handicapped inmates, overviews of five programs serving this population, and an outline for planning and development. Accession no. 011245. *View online at http://www.nicic.org/pubs/1992/011245.pdf.*

Corrections Contact Directory. American Correctional Association, Targeted Jobs Tax Credit Outreach Program (College Park, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC); U.S. Dept. of Labor (Washington, DC). 1981. 81 p.

Facilitates coordination of Targeted Jobs Tax Credit outreach activities between correctional agencies and state job service offices. Accession no. 005191

Factories with Fences: Five Task Force Reports from the Wingspread Conference on "Factories With Fences," January 27–28, 1984. Wingspread Conference on Factories with Fences, 1984 (Racine, WI). 1984. 28 p.

Reports discuss the structure and logistics of prison industries, effective job training programs, prison industries as a discipline and lifestyle, business and labor cooperation in job placement, and constraints on production and marketing of prison industry products. Accession no. 002040

Factories with Fences: The History of Federal Prison Industries. Stephens, Andrew, ed. U.S. Dept. of Justice, Bureau of Prisons (Washington, DC); Federal Prison Industries (Washington, DC). 1996. 45 p.

Discusses the myths, successes, and challenges of the federal prison industry program, acknowledging former Chief Justice Warren Burger's quest for improving America's correctional system. Presents a history of prison industries, detailing work, education, and public safety aspects. Accession no. 013217

Federal Prohibitions Effecting the Movement of State–Prisoner–Made Goods. Correctional Services Group (Kansas City, MO). 1988. 1 p.

Briefly describes the Sumners--Ashurst Act and the Walsh--Healey Act. Accession no. 007475

Final Program Report: Activities, Findings, and Recommendations Concerning the National Center for Innovation in Corrections. Schloegel, Judith. National Center for Innovation in Corrections (Washington, DC). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 72 p.

A final report of a project to foster improvements in corrections through the study and development of prison industry programs and related activities. Accession no. 000841

Franchising and Prison Industries: A Developmental Study. Neal; Funke, Gail S.; Grieser, Robert C. Institute for Economic and Policy Studies (Alexandria, VA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1983. 76 p.

Based on onsite visits and structured interviews with DOC commissioners, statewide industry coordinators, and state governors' offices, examines the applicability of franchising and related concepts to prison industries in five states. Focuses on the status of industries in each state, including problem areas and existing and planned relationships with the private sector, and discusses interest in private sector franchise opportunities and franchise concepts generally for prison industries operations. Includes interview forms used in conducting the research. Accession no. 000005

Industrial Prison Policy Development Group Briefing Paper; and the Report on the Industrial Prison Workshop. American Institute of Criminal Justice (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1982. 38 p.

Advocates reorganizing the prison experience around work (the "industrial prison") and outlines issues such as admission and release criteria, security levels, and wages that are critical to the development of this concept. The second section summarizes discussion of these issues by the Industrial Prison Policy Group, convened by the National Institute of Corrections on July 27 and 28, 1982. Accession no. 002522

Interstate Commerce: North Central Region, U.S. Correctional Industries Association (Minnesota, Iowa, Nebraska, North Dakota, South Dakota, and Wisconsin). Johnson, James C.; Rossiter, V. Paul. Tetrad Marketing/Sales Ltd. (Ottawa, Ontario); Rough Rider Industries (Bismarck, ND). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1985. 32 p.

Reviews industries programs, marketing strategies, and relevant legislation in six states, with the aim of developing a joint, cooperative marketing plan for selected products and determining the products with the greatest potential for interstate commerce. Recommends modular office furniture as an ideal product for interstate manufacture and marketing by correctional industries in the region. Accession no. 002206

Issues Concerning the Postrelease Employment of Correctional Industry Inmate Workers. Henry, Patrick. 1991. 40 p.

Based on a survey of correctional industry programs, summarizes responses to questions concerning the nature of industries, markets for goods and services, inmate employment statistics, private sector involvement, skills and training, job placement, post--release employment, and recidivism. Reviews the role of industries and other programs in improving ex--offender employability. Includes the survey instrument and verbatim comments from respondents. Presented at the American Correctional Association's 121st Congress of Correction, held August 4--8, 1991. Accession no. 010257

Measure 17 Implementation Underway. Damon, Perrin. Oregon Dept. of Corrections (Salem, OR). 1995. 5 p.

Explains Oregon's three--phase implementation plan for the state's Prison Reform and Inmate Work Act of 1994. The first phase plans to expand existing work programs wherever possible; the second phase will require developing a business plan with projected costs; and the third phase will replace old programs with new, more cost--effective programs. Accession no. 012177

Mega Jail Survey, January–December 1991 [Including Jail Industries and Recycling]. Maricopa Co. Sheriff's Department (Phoenix, AZ). *Large Jail Network Bulletin*, Summer 1992, p. 17--21. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1992. 5 p.

A report of a survey of large jails that includes statistical data and information on what types (if any) of recycling programs they have, where money from recycling goes, and whether they have jail industries. Accession no. period12. *View online at http://www.nicic.org/pubs/1992/period12.pdf.*

More Warehouses, or Factories with Fences? Remarks of Warren E. Burger, Chief Justice of the United States at the University of Nebraska. Burger, Warren E. Sponsored by Lincoln Bar Association (Lincoln, NE). 1981. 9p.

Calls for a change in the use of prisons nationwide from "warehouses" to "factories with fences," where inmates can learn skills to support themselves after release. Promotes the view that persons who produce useful goods for the marketplace are more likely to develop the self--esteem essential to a normal, integrated personality and be better able to cope with life on their return to freedom. Accession no. 001047

Offshore Assembly of U.S. Made Components: Can Correctional Industries Bring Jobs Home? Will, Jill. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1988. 28 p.

Summarizes a 1988 study done by the U.S. International Trade Commission (ITC) on the use and economic impact of items 806.30 and 807.00 of the Tariff Schedule of the United States, which provide duty relief on imported goods fabricated in whole or in part from U.S.--made components. Discusses related tariff provisions and labor and manufacturing issues in Mexico, the Caribbean, and

Asia. Suggests that correctional industries can find a productive place in manufacturing of U.S. components for offshore assembly. Accession no. 008160

Percy Legislation Amendment: The Transportation or Importation of Prison Made Goods. U.S. Congress (Washington, DC). 1985? 6 p.

Text of the Percy Legislation Amendment, which exempts certain prison industry projects from restrictions on the interstate transportation of prison--made goods. Supplied title. Accession no. 004703

PI–Net Targeted Survey Analysis. American Correctional Association, Prison Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1988. 18 p.

Presents the results of surveys on the following topics: source of funding for inmate wages; correctional industries employing female inmates; data contained in industries' automated information system; status of, difficulties with, and suggestions for industry autobody shops; status of industry woodworking plants; and states with prison industry operations located off grounds. Accession no. 007722

Prison Industries. U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1982. 5 p.

Discusses difficulties affecting prison industries and issues related to federal assistance to states for developing prison industries under the Free Venture Program and the Prison Industry Enhancement program. Prepared for the National Governors' Association. Accession no. 001031

Programs for Female Inmates. LIS, Inc. (Boulder, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Boulder, CO). 1987. 22 p.

Identifies and briefly describes programs available for female inmates at state correctional institutions throughout the United States, including parenting programs, counseling for victims of incest or violence, chemical dependency programs, industries programs, life skills, academic education, work release, and mental health programs. Accession no. 011462

Proposal—Corcraft Products Dealer Program. Corcraft (Menands, NY); New York State Dept. of Correctional Services, Division of Industries (Albany, NY). 1991. 10 p.

Solicits bids to establish representation of Corcraft Products through the use of office furniture dealerships in an effort to expand marketing and distribution efforts through the private sector. Required qualifications of bidders and specifications for performance are included. Accession no. 010254

Purchase of Services: Toward the Prison Factory. Wainwright, Louie L. Florida Dept. of Corrections (Tallahassee, FL); Corrections and the Private Sector: A National Forum, 1985 (Arlington, VA). 1985. 10 p.

Discusses the creation, mission, and goals of PRIDE, Inc., Florida's adaptation of the free venture industry model and the first industry of its type in the United States. The free venture program model emphasizes the operating principles, employment patterns, and profitability motives of private industry. The Florida program is characterized by a voluntary inmate workforce that is paid wages based on productivity; an emphasis on modern physical plants, equipment, technology, and productivity standards; a full work week; the ability of supervisors to hire and fire inmate workers; a self--supporting and profit--oriented approach to operations; and attention to post--release job placement. Accession no. 003187

Quarterly Survey: Drug/Industry Programs for Women Offenders. *Corrections Quarterly Summary*, v. 9 n. 4, Fourth Quarter 1990, p. 6. LIS, Inc. (Boulder, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Boulder, CO). 1990. 1 p.

Lists a number of states and other jurisdictions that have drug, alcohol, and/or industry programs specifically designed for women inmates. Accession no. period31. *View online at http://www.nicic.org/pubs /1990/period31.pdf.*

Report of the Secretary of Labor to the U.S. Congress on Compliance by State Prison Industry Enhancement Projects with Section 1761(c) of Title 18 of the United States Code as Required by Section 2908 of the Crime Control Act of 1990. U.S. Dept. of Labor (Washington, DC). 1991. 16 p.

Reviews the legislative history that enabled the private sector to become involved in prison industries and provides an introduction to certification requirements under the current law. Briefly describes activity within the states, including prevailing wage requirements. Accession no. 010281

Report to the Legislature on the Feasibility of Establishing a Prison Program for Training and Employing Inmates in the Salvaging and Recycling of Waste Products. California Dept. of Corrections (Sacramento, CA). 1987. 36 p.

A study mandated by the California Legislature finds potential for job creation within institutions but no job market for persons with training in recycling and salvaging operations. Supports review of waste management department--wide and the potential to develop cooperative ventures at local landfills, but recommends against large--scale operations for salvaging materials from correctional institutions and their communities or recycling waste material as a source of energy. Accession no. 006131

Role of Correctional Industries: A Summary Report. Stratton, John R.; West, Jude P. University of Iowa (Iowa City, IA). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice (Washington, DC). 1972. 27 p.

National and regional survey results agree that the primary goal of prison industries is to create attitudinal change and develop skills. Based on these results, a review of organizational attitudes within the state of Iowa, and an analysis of industries in nearby states, a model is presented for development and expansion of industries. Reviews presentations at a December 1970 conference at the University of Iowa, participants' comments on the proposed model, recommendations, and observations. Accession no. 001004

Role of Prison Industries Now and in the Future: A Planning Study. Miller, Herbert S.; McArthur, Virginia A.; Montilla, M. Robert. Georgetown University Law Center, Institute of Criminal Law and Procedure (Washington, DC); National Technical Information Service (Springfield, VA). Sponsored by U.S. Dept. of Labor, Manpower Administration (Washington, DC). 1975. 59 p.

Analyzes the merits, limitations, and problems of various approaches to prison industry; examines federal and state legislation; and recommends measures and programs to improve industries. Accession no. 001037

The State of Jail Industries. Gorski, Robert J.; Jacobsen, Victor J. *Large Jail Network Bulletin*, v. 2 n. 1, p. 13--16. LIS, Inc. (Boulder, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Boulder, CO). 1990. 4 p.

Discusses the use of jail inmates to produce goods. Some new, more advanced activities include drafting, printing, computer programming, and travel--related semotel and airline reservations. Accession no. period77. *View online at http://www.nicic.org/pubs/1990/period77.pdf.*

State Restrictions on the Sale of Prison Made Goods in the Open Market. U.S. Dept. of Justice, Office of Justice Programs (Washington, DC). 1988. 4 p.

Lists each state that has imposed restrictions on prison--made goods produced within the state or imported for sale in the open market, and presents a brief summary of each state's provisions. Accession no. 008163

Study of Industrial Programs for Prisons. Nevada Legislature, Legislative Commission (Carson City, NV). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 152 p.

Reviews successful prison industry programs in five states and suggests actions to improve industries in Nevada prisons. Includes an independent review of the state's correctional industries, detailed plans for action within the DOC and at each DOC facility, and suggested text for modifications to relevant state law. Accession no. 005929

Study of Prison Industry: History, Components, and Goals. American Correctional Association (College Park, MD); U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 88 p.

Examines the evolution, goals, components, and organizational approaches of prison industries. Using data from a mail survey of 39 federal, state, and Canadian jurisdictions, traces the history of prison industries from 14th century England to the present. Makes recommendations to increase the effectiveness of prison industries and discusses innovative state programs. Accession no. 004194

Targeted Survey Analysis. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1989. 27 p.

Provides results of surveys on topics related to correctional industries, including chemicals/janitorial products, industries employing female inmates, license plate manufacturing, states' purchasing preferences for products manufactured by handicapped/blind persons, commercial shipping, and states that offer incentive pay for sales staff. Accession no. 008106

Untapped Opportunity: Prison Industries. South Carolina Dept. of Corrections (Columbia, SC); Governor's Conference on Prison Industries—1st, 1986 (Columbia, SC). 1986. 20 p.

Excerpts from remarks by speakers at the conference and a review of the work of the South Carolina Governor's Task Force on Prison Industries. Accession no. 005614

The Use of Prison Inmates: Interim Report to the 1991 General Assembly of North Carolina, 1992 Session. North Carolina Legislative Research Commission, Committee on the Use of Prison Inmates (Raleigh, NC). 1992. 34 p.

Recommends establishing with a private corporation a commercial enterprise to employ inmates in meaningful jobs for wages; examining the feasibility of instituting a self--motivation course in the state prison system; allowing counties to require prisoners confined in local facilities to work on public streets, public highways, or public works; and establishing a plan for increasing the use of inmate labor in prison construction and maintenance projects. Appendices include relevant portions of North Carolina statutes and legislation. Accession no. 010633

*** The Washington State Jail Industries Board.** Washington State Jail Industries Board (Olympia, WA). 1996. 18 p.

Summarizes the Board's activities and accomplishments since the 1996 Washington state legislative session. Includes copies of the Board's by--laws and its first newsletter. Accession no. 013752

Work in America's Jails: NIJ Provides First National Profile. CRS, Inc. (Topsham, ME). 1994? 4 p.

Based on survey responses from jails that collectively hold 26% of the total U.S. jail population, summarizes data in areas such as the amount of time jail inmates spend working, types of work performed, monetary and other compensation, and beneficiaries of inmate labor. Accession no. 011819

California Prison Industry Authority: Staff Training Information. California Prison Industry Authority (Sacramento, CA). 1984. 37 p.

Materials include general policies, required training for new supervisors, guidelines for on--the--job training, the preparation and training program for the Production Manager III position, and descriptions of several courses. Accession no. 005053

Employability Assessment and Training. Merren, John. Arizona Dept. of Corrections (Phoenix, AZ); Arizona Dept. of Corrections, Offender Services Educational Programs (Phoenix, AZ). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1988. 47 p.

Profiles an approach to preparing inmates for reentry into the community that assumes they need certain skills and knowledge for survival. An assessment identifies specific employability deficiencies in adult inmates, and a competency--based curriculum provides an opportunity to address these deficiencies. Accession no. 006490

Furniture Shop Training Course Curriculum. Smith, Cecil J. New Mexico Corrections Dept., Education Division (Santa Fe, NM). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 5 p.

Outlines participant selection, program orientation, and training content and objectives for a program to prepare inmates for prison industry work. The program provides 17 weeks of training in basic, intermediate, and advanced furniture construction, totalling 510 hours. Accession no. 005179

Handbook for Inmate Worker Training. Merren, John. Arizona Dept. of Corrections (Phoenix, AZ); Arizona Dept. of Corrections, Offender Services Educational Programs (Phoenix, AZ). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1988.

Describes a plan for linking inmate work and vocational training that requires cooperative effort by Arizona correctional institutions, community colleges, and employers of inmates, such as Arizona Correctional Industries. The plan specifies the involvement of the classification committee, adult education coordinators, education providers, and institution administrators and provides internal policy/procedures for providing appropriate training to inmates. A chart shows 1987–1988 education and training programs available in Arizona's adult correctional institutions, most of which are provided by community colleges. Appendices contain forms for assessing inmates' employability, interpersonal problem--solving skills, and work ethic and for requesting training and referring inmate workers. Accession no. 006489

Management/Supervision Manual for Industrial Training Supervisors. Boone, Young and Associates, Inc. (New York, NY); New York State Dept. of Correctional Services, Division of Industries (Albany, NY). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1984. 89 p.

Aids in designing or developing training programs for industry personnel. Includes the final project report for the correctional industries training program. Accession no. 004689

Training Seminars for Prison Industries Managers: Final Report. Blakeman, Jack D.; Wise, Jack. Human Relations Consultants, Inc. (Conyers, GA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1981. 29 p.

Materials to conduct training for correctional industries managers include the training agenda, participant pre-- and post--tests, and evaluative data and critiques of the program. Accession no. 001046

UNICOR Course. (Updated.) U.S. Dept. of Justice, Federal Bureau of Prisons, Management and Specialty Training Center (Aurora, CO). 1992. 161 p.

Describes the duties of the Superintendent of Industries, who represents UNICOR's corporate management at the institutional level and has the overall accountability for production, quality, local financial management, and personnel management. These duties include overseeing quality assurance and factory operations; monitoring sales and earnings; and recruiting, selecting, and training staff. Accession no. 007971

2.3 Outcome Studies/Evaluations

Assessment of the Employment Preparation and Industrial Certification (EPIC) Pilot Program. Manna, Francine. Pierce College (Tacoma, WA); Washington State Dept. of Corrections (Olympia, WA). 1991. 36 p.

Provides an overview of EPIC, a program developed by Pierce College and the Washington DOC to teach work habits and interpersonal skills to prepare inmate workers for employment in correctional industries. Offers recommendations based on an assessment of the program's pilot phase. Appendices include program forms, course materials lists, brief topic/module outlines, and sample student evaluations. Accession no. 009546

The Economic Contribution of Arizona Correctional Industries to the State of Arizona. Arizona Correctional Industries (Phoenix, AZ). 1990? 3 p.

Text and tables present data on direct, internal cost savings provided by Arizona Correctional Industries to the corrections department and on indirect benefits to the state economy. Accession no. 010758

The Economic Impact of Corcraft Correctional Industries in New York State. Grieser, Robert C. Institute for Economic and Policy Studies (Alexandria, VA). 1988. 43 p.

Discusses the positive impact that Corcraft Correctional Industries has had on the New York State economy. Job displacement in the private sector is more than offset by civilian employment in correctional industry, and taxpayer savings are substantial. Accession no. 006986

Economic Impact of Correctional Industries on the Economy of Colorado. Leaming, Marj. Colorado Dept. of Corrections, Division of Correctional Industries (Colorado Springs, CO). 1991. 15 p.

Describes Colorado's correctional industries program and examines its effects on the state's economy. The analysis includes sales in terms of state consumption, positive and negative economic effects, direct impact, secondary effects, net economic impact, costs of alternatives, and a comparison of business operations between correctional industries and private sector enterprises. Includes economic impact formulas. Accession no. 011037

The Economic Impact of Prison Industry: A Summary of Current Studies. Klayman, Douglas. Institute for Economic and Policy Studies (Alexandria, VA). 1988. 7 p.

Describes the positive effect that prison industries in Illinois, Wisconsin, New York, and Louisiana have had on each state's economy by helping to create new civilian jobs and business for the private sector. Accession no. 006985

The Effect of Prison Industry Employment on Offender Behavior: Final Report of the Prison Industry Research Project. Flanagan, Timothy J.; Thornberry, Terence P. State University of New York at Albany, Hindelang Criminal Justice Research Center (Albany, NY). Sponsored by New York State Dept. of Correctional Services (Albany, NY). 1988. 90 p.

Final report of a research project that found that participation in prison industry had an important effect on inmate conduct within the prison environment but was largely unrelated to recidivism. Discusses the mechanisms through which industry participation encourages better institutional adjustment and the reasons for the lack of a relationship between industry participation and post--release adjustment. Offers suggestions for additional research on the effectiveness of prison industry programs. Accession no. 008138

An Evaluation of Free Venture Industries in Minnesota. Minnesota Dept. of Corrections (St. Paul, MN). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC). 1981. 117 p.

Examines participants in the free venture industries program, the work they performed, and the effects of the program on participants as well as the facilities involved. Although minimal positive impacts were identified, the data did not conclusively demonstrate that inmates gained significantly better work habits or were more likely to succeed on parole, or that institutions were easier to manage. Includes a bibliography. Accession no. 001019

*** Evaluation of the Impact of Participation in Ohio Penal Industries on Recidivism.** Anderson, Stephen V. Ohio Dept. of Rehabilitation and Correction, Bureau of Planning and Evaluation (Columbus, OH). 1995. 23 p.

Reports the results of a study of 744 inmates released from the Ohio prison system in FY 1992, which showed that work in Ohio Penal Industries (OPI) reduced recidivism by nearly 20%. OPI work experience is linked to reductions in the disparity in recidivism between blacks and whites, with the greatest impact on black males aged 26 to 40 who were sentenced for the most serious offenses. Accession no. 013375

Follow--Up Study of Industrial Training Program Participants: 1993. Canestrini, Kathy. New York State Dept. of Correctional Services (Albany, NY). 1993. 9 p.

Follow--up study of inmates who participated in the Corcraft Industrial Training Program (ITP) from April 1988 to August 1993. The ITP is operated out of the Mt. McGregor Correctional Facility, which is about 40 miles north of the Corcraft warehouse and office location in Menards, New York. Inmates are transported back and forth daily. Corcraft, a division of the DOC, is an industry that manufactures and distributes office equipment, road signs, clothing, and maintenance products to New York State government agencies. Inmates participate in the ITP program in several capacities: warehouse, merchandise installation and repair, maintenance, drafting, and business--related and general office tasks. ITP is open to male inmates who have at least 6 months remaining on their prison sentences, have a high school diploma or GED, can speak and read English, and are approved for "temporary release" program participation. This study assessed the recidivism rate—defined as a return to DOC custody—for 302 successful ITP participants, 79 unsuccessful participants who were removed from the program, and a control group of first--time releasees from DOC custody who did not participate in the ITP. Recidivism data were tracked at 12--month intervals following release. Findings show that the probability of return to DOC custody was significantly lower for successful ITP participants than for both unsuccessful participants and the control group. Discusses study methodology and presents detailed statistics. Accession no. 011757

*** How Are We Doing? Assessing Jail Work and Industry Programs.** Miller, Rod; Quirk, Tom; Murphy, Mike. BJA Jail Work and Industries Center (Washington Grove, MD). 1997. 18 p.

Presents a strategy for evaluating a jail industry through six steps: 1) articulating objectives, 2) using objectives to identify outcomes, 3) determining what to measure, 4) determining how to measure, 5) preparing a report, and 6) communicating results to others. Accession no. 014016

Impact of Free Venture Prison Industries Upon Correctional Institutions. Grissom, Grant R. University City Science Center (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC); Pew Memorial Trust (N.P.). 1981. 115 p.

A study involving structured interviews and review of institutional records at 12 prisons with free venture prison industries identifies problems encountered and the programs' overall favorable impacts on inmate behavior and attitudes and the institutional climate. Includes extensive data on the perceptions and opinions of inmate workers, non--workers, and correctional and civilian staff. Recommends specific areas for further research and technical assistance. Accession no. 000992

Impact of the Private Sector on Prison Industries. Farkas, Gerald M. UNICOR (Washington, DC); Corrections and the Private Sector: A National Forum, 1985 (Arlington, VA). 1985. 8 p.

Discusses the contributions of private sector business to the effectiveness of prison industries—through advisory councils, consultation, and staff training opportunities—and incentives for private sector involvement. Accession no. 003186

Improved Prison Work Programs Will Benefit Correctional Institutions and Inmates. Anderson, William J. U.S. General Accounting Office (Washington, DC). 1982. 64 p.

Reviews Federal Bureau of Prisons institutional work programs and finds they are often of a make--work nature and do little to enhance inmate work skills. While more inmates than necessary are typically assigned to institutional work programs, the review finds that *industrial* work programs, which generally provide relevant work experience and help reduce prison costs, were sometimes short of workers. Discusses contributing factors and makes recommendations for improvement, to which the Bureau responds. Accession no. 001139

Improvements Needed in the Management of Federal Prison Industries' Factories. Anderson, William J. U.S. General Accounting Office (Washington, DC). 1980. 9 p.

Reviews procedures in the Federal Prison Industries central office, six division offices, and eight institutions and identifies deficiencies in pricing products, determining manufacturing costs, purchasing materials, maintaining inventories, collecting accounts receivable, authorizing and reimbursing travel, and internal reporting of financial information. Recommendations to improve efficiency and increase net profits emphasize clarifying and adhering to established policies and procedures and developing a training program for factory financial management personnel. Accession no. 002150

Montana State Prison Industries, Department of Corrections and Human Services: Performance Survey Report. Nelson, Jim; Rice, Kent; Cooper, Tim. Montana Office of the Legislative Auditor (Helena, MT). 1995. 41 p.

Compares prison industries operations to American Correctional Association criteria and to statutory requirements, concluding that controls are in place and no further auditing is necessary. Provides information and assessment findings on the Montana State Prison Ranch and its vocational training program. Accession no. 013003

Nebraska Correctional Industries: An Assessment. Jelinek, David C. Nebraska Dept. of Correctional Services (Lincoln, NE). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1982. 17 p.

Details the policies and purposes of the Nebraska prison industry system. Discusses the resources, funding, physical plant, civilian staff, and administrative systems involved; examines the cost--

effectiveness of eight specific industries; and provides recommendations for change. Accession no. 000911

An Ohio Penal Industries Comprehensive Study: A Review of Economic Impact, Quality and Product Pricing. Ohio Dept. of Rehabilitation and Correction (Columbus, OH). 1996. 114 p.

Findings suggest that work experience in Ohio Prison Industries (OPI) helps offenders obtain employment after release; that by reducing recidivism, OPI participation saves the state $900,000 in recommitment costs alone; that OPI's pricing is competitive; and that its operation provides a $15.9 million advantage to the state economy. Accession no. 013184

Performance Audit: Georgia Correctional Industries: Oversight and Management. Georgia Dept. of Audits, Performance Audit Operations (Atlanta, GA). 1994. 60 p.

Reports on an audit that evaluated the effectiveness of the correctional industries programs operated at 11 of Georgia's 37 state prisons in fulfilling the goals of providing on--the--job training for inmates, producing quality products and services, and operating as financially self--sufficient entities. The study evaluated management, production, cost management and pricing, and sales and marketing. Accession number 012860

Prison Industry Authority: Statutory and Cost Control Problems Adversely Affect the State. California State Auditor, Bureau of State Audits (Sacramento, CA); Ernest & Young LLP (Sacramento, CA); NewPoint Group, Inc. (Sacramento, CA). 1996. 189 p.

Based on comparisons with private sector business and with other selected correctional industries, identifies and discusses shortcomings in the management, operations, and profitability of prison industries in California. Presents recommendations for legislative action, reorganization and management of correctional industries, costing and purchasing methods, and other areas. Includes the response of the Prison Industry Authority and Board. Accession no. 013209

Reforming the Prison Industry Authority. Carson, Daniel C. California Legislative Analyst's Office (Sacramento, CA). 1996. 23 p.

Reviews the performance of the Prison Industry Authority (PIA), which was established in 1983 to improve enterprises employing prison inmates. Concludes that the state of California is receiving a poor return on its $91 million contribution in buildings and equipment for the program. Recommends the PIA refocus on job training aimed at reducing recidivism. Accession no. 013066

A Review of the Department of Corrections' Procurement of Janitorial Cleaning Products. South Carolina, Legislative Audit Council (Columbia, SC). 1995. 33 p.

Reviews the South Carolina DOC's decision to cease manufacturing inmate janitorial products and instead purchase these products from an outside vendor. The main objectives of the audit were to determine the reasons for discontinuing the manufacturing program, determine if bid specifications favored a particular vendor, figure the comparative costs of purchasing supplies, and examine the procurement processes of other states. Accession no. 012593

Study of the Economic and Rehabilitative Aspects of Prison Industry, Vol. 2: Literature Review. Econ, Inc. (Princeton, NJ). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC). 1976. 160 p.

Reviews published works relating to topics emphasized in a prison industry study: job markets; inmate manpower and training; prison industry products, services, and related statutory actions; rehabilitative programs; economics of prison industries; statistics on crime, recidivism, and post--release employment; and victimization. Includes discussion of a plan for prison industry in South Carolina. Accession no. 000995

Study of the Economic and Rehabilitative Aspects of Prison Industry, Vol. 3: Bibliography. Econ, Inc. (Princeton, NJ). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC). 1976. 79 p.

Contains two bibliographies of materials published before 1977. The first presents, by author, a broad range of criminal justice-- and corrections--related titles. The second presents, by topic category, titles that were particularly useful to researchers who worked on the study of prison industry. Accession no. 000994

Study of the Economic and Rehabilitative Aspects of Prison Industry, Vol. 5: Prison Industry—The State of the Art. Econ, Inc. (Princeton, NJ). Sponsored by U.S. Dept. of Justice, Law Enforcement Assistance Administration (Washington, DC). 1976. 63 p.

Based on a review of research and field visits to prison industries in five states, summarizes the history, legal issues, and status of correctional industry; discusses the "typical" prison industry; and outlines future directions for industry as undertaken by the states and as prescribed by the Free Venture Model, developed by Econ, Inc., on the basis of its site visits. Accession no. 000993

* **Study of the Inmate Work Program.** Oregon Joint Legislative Audit Committee (Salem, OR). 1998. 21 p.

Reviews pricing practices for the Oregon Department of Corrections inmate work program, which by policy must be self--sufficient, and finds that raising prices to cover security for work crews would likely reduce demand for the crews. Accession no. 014717

UNICOR Products: Federal Prison Industries Can Further Ensure Customer Satisfaction. U.S. General Accounting Office (Washington, DC); UNICOR (Washington, DC). 1985. 34 p.

Discusses whether UNICOR is providing satisfactory goods and services to its customers. Specific areas include fair prices, customer grievances, and clearances granted for agencies to buy elsewhere. Report to the Honorable William Proxmire, United States Senate. Accession no. 004665

2.4 Management Issues

* **An Audit Report on Management Controls at Texas Correctional Industries.** Texas Office of the State Auditor (Austin, TX). 1997. 74 p.

Reports the results of an audit of the control systems of Texas Correctional Industries (TCI) for managing policies, information, resources, and performance. Findings suggest that TCI has operated independently with little oversight and without sound management controls. Includes several recommendations and TCI's response to them. Accession no. 014315

Authorization and Administration: Prison Industries Inmate Pay (Article 3). California Dept. of Corrections (Sacramento, CA). 1985. 15 p.

An excerpt from the California DOC business administration manual covers inmate wage rates, position requirements, performance evaluation, and timekeeping procedures. Includes tables on inmate work--hour quotas by institution and function. Accession no. 003392

* **Business Planning Workbook for Jail Industries.** Quirk, Tom; Miller, Rod. BJA Jail Work and Industries Center (Washington Grove, MD). 1996. 41 p.

Provides guidelines for writing a business plan for a jail industry program. Worksheets lead the reader through each element of a business plan. Includes samples of elements, such as a profit and loss statement and a cash flow chart. Accession no. 011488

CI–Net Organizational Charts and Pay Scales Information Packet. American Correctional Association (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1990. 34 p.

Provides several types of organizational charts and pay scales for correctional industry operations around the United States and 1989 salary ranges for correctional industry directors. Accession no. 010284

CI–Net Targeted Survey Analysis: Factors Considered by Correctional Industries in Cost Pricing of Their Products, November 30, 1990. American Correctional Association (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1990. 2 p.

Lists factors considered by state and federal correctional industries when pricing their products. Accession no. 010260

CI–Net Wage Deductions Survey; CI–Net Worker's Compensation Survey Results. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1990. 6 p.

Presents nationwide information on compensation and wage deductions for inmates working in Private Sector/Prison Industry Enhancement Certification Program (PS/PIECP) industries and in non--PS/PIECP industries. Data include wages paid to non--PS/PIECP inmate workers, types of deductions withheld from inmate wages (e.g., room and board, restitution, and taxes), and provision of worker's compensation coverage. Also includes the following documents: "CI--Net Targeted Survey Analysis Factors Considered by Correctional Industries in Cost Pricing of their Products, November 30, 1990," and "CI--Net Targeted Survey Analysis Self--Sustaining Correctional Industry Programs, 11--30--90." Accession no. 008418

Competency Profile of Director of Correctional Industries. U.S. Dept. of Justice, National Institute of Corrections, Academy (Longmont, CO). 1992. 3 p.

Charts the duties and tasks of the director of correctional industries, using a DACUM format. The director of correctional industries develops and directs business--oriented work and training enterprises for offenders. Accession no. 010553. *View online at http://www.nicic.org/pubs/1992/010553.pdf.*

Components of Successful Prison Industries. Brown, Lawrence E. *Correctional Industries Association Newsletter*, v. 16 n. 1. 1989. 2 p.

Focusing on the development of successful prison industries, identifies four key factors that promote the growth and long--term viability of business: management, people, money, and market. Accession no. 010258

Correctional Industries Handbook for Line Supervisors. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1990. 184 p.

Assists correctional industries line supervisors in successfully handling the job by providing a day--to--day, hands--on guide to the basic business principles of running industrial shops, including financial management, procurement, quality control, production management, and safety and sanitation. Accession no. 008370

Correctional Industries Marketing. Sexton, George E. Criminal Justice Associates (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1988. 8 p.

Emphasizes the necessity of accurately representing the value of a prison industries program and of marketing efforts that acknowledge both problem areas and accomplishments. Covers various aspects of correctional industries marketing, including the role of work, training, economic impact, and competition with the private sector. Discusses prospective audiences for marketing efforts, such as the public, media, legislators, and competitors. Accession no. 010262

Correctional Industries Strategic Business Plan. Horton, David Bailey. Santa Clara County Dept. of Correction (San Jose, CA). 1993. 65 p.

Discusses Santa Clara County's correctional industries program, which uses a holistic rehabilitative approach that incorporates both academic preparation and skill development of inmates to promote employment and self--sufficiency, ultimately leading to reductions in recidivism and correctional costs. Describes the program's mission; purpose; goals; strategies; and implementation, organizational, marketing, and financial plans. Accession no. 011820

Developing a Jail Industry: A Workbook. (Fourth draft.) Miller, Rod; Sexton, George; Jacobsen, Vic. Sponsored by U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1990. 111 p.

Discusses key principles and components of the process to develop a jail industry. Provides a step--by--step guide to development activities and describes sample programs from Kennebec County, Maine; Ventura County, California; and Strafford County, New Hampshire. Accession no. 008398

Development of Jail Industries. Grieser, Robert C.; Crawford, Thomas McCrae; Funke, Gail S. Institute for Economic and Policy Studies (Alexandria, VA); U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1985. 22 p.

Presents data from a survey of 74 sites throughout the United States, identifying the number of jails operating an industry, the types of programs, and the potential for future development of correctional industries at the local level. Results indicate an interest in industry development but a lack of knowledge about existing programs and the possibilities for further development. Includes a list of participating sites and the survey instrument. Accession no. 002853

Establishment of a Jail Industry Recycling Program in York County. Lichy, Harry J.; Voss, David R. York County Sheriff's Dept. (Alfred, ME). Sponsored by U.S. Dept. of Justice, National Institute of Corrections, Jails Division (Longmont, CO). 1992. 18 p.

Final report of a project to establish a recycling program as a jail industry in York County, Maine. Includes recommendations regarding establishment of this industry program, plan manpower and equipment. Accession no. 010605. *View online at http://www.nicic.org/pubs/1992/010605.pdf.*

Factors to Consider in Writing a Business Plan for Correctional Industries. Duncan, Donna. American Correctional Association, Correctional Industries Information Clearinghouse (Laurel, MD). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1989. 14 p.

Presents a working model to aid correctional industries in producing business plans for their operations. Accession no. 005976

Feasibility and Marketing Study of Cooperative Production and Marketing Program. Westco, Inc. (Mechanicsville, VA); Western Correctional Industries Association (Colorado Springs, CO). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 54 p.

Final report of a project to develop and implement a formal system of interactive cooperation—including purchasing, marketing, and manufacturing—among the Western Correctional Industries Association member states' industries programs. Accession no. 005395

*** Federal Prison Industries: Delivery Performance Is Improving but Problems Remain.** Stankosky, Gerald; Griffis, Robert T. U.S. General Accounting Office (Washington, DC). 1998. 44 p.

Reports the results of a study of delivery performance by Federal Prison Industries (FPI) during 8 months in fiscal year 1997. Findings indicated that, although on--time delivery improved over the same months in fiscal year 1996, FPI failed to meet its goal of 90% on--time delivery in fiscal year 1997. Examines the reasons for variations in performance by customer agency and product category and recommends improvements. Accession no. 014625

*** Federal Prison Industries: Information on Product Pricing.** Stankosky, Gerald. U.S. General Accounting Office (Washington, DC). 1998. 34 p.

Analyzes adherence to policies and procedures on product pricing for 20 selected FPI products and compares prices with those of private vendors. Federal agencies are required by law to purchase FPI products if they are available, meet the agency's requirements, and do not exceed market prices. The study showed that, for 13 of the 20 products reviewed, FPI's pricing was within current market price ranges. Accession no. 014699

*** Federal Prison Industries: Limited Data Available on Customer Satisfaction.** Stankosky, Gerald; Mortin, John F. U.S. General Accounting Office (Washington, DC). 1998. 41 p.

Focuses on FPI's failure to collect and use customer satisfaction data to provide competitive timeliness, price, and quality of its products and services. Without this information, FPI cannot demonstrate whether it is achieving customer satisfaction or use customer satisfaction as a key performance measure. Accession no. 014446

Georgia Correctional Industries: Business Plan 1996. McConnell, James A. Georgia Correctional Industries (Decatur, GA). 1995. 107 p.

Presents strategies for sales and marketing, customer relations, operations, engineering, and finance initiatives. Accession no. 012656

Guidelines for Prison Industries. Grieser, Robert C.; Miller, Neal; Funke, Gail S. Institute for Economic and Policy Studies (Alexandria, VA); U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1984. 133 p.

Provides a compendium of state prison industries programs throughout the United States, based on a 1983 nationwide survey. Gives examples of state legislation to create prison industry programs, sets of institutional policies and procedures for these programs, and analyzes legal actions and professional standards that affect prison industry programs. Accession no. 001411

Hampden County House of Correction Correctional Industries Business Plan. Conroy, John W. Baltimore City Jail (Baltimore, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1985. 37 p.

Presents a comprehensive discussion of markets, sales strategies, production factors, cost analysis, and cash flow for start--up and continuing operation of a planned jail--based industry program. Accession no. 004099

Independent Market Study of UNICOR, Federal Prison Industries, Inc.: Interim Status Report. UNICOR (Washington, DC); Deloitte and Touche (N.P.). 1991. 155 p.

Reports on a study mandated by Congress to determine the impact on the private sector of the growth of Federal Prison Industries, Inc., (FPI) and identify potential areas for FPI that will have minimal impact on private sector businesses and labor. Accession no. 009488

Industries Management. Page, Jo. New York State Dept. of Correctional Services Training Academy (Albany, NY). 1989. 147 p.

Addresses the various obligations involved in managing a successful business, taking production and security into equal account while building a professional corporate image for Corcraft prison industries. Accession no. 010178

Inmate Accident Compensation Procedures. (Revised.) UNICOR (Washington, DC). 1994. 12 p.

Contains the authority and procedures for reporting accidents and injuries sustained by inmate workers. Details the preparation of claims and payment of compensation to inmates who have sustained an impairment as a result of a work assignment in Federal Prison Industries, Inc., or on institutional work assignments. Accession no. 001052

Inmate Injury Fund. Oregon Dept. of Justice (Salem, OR). 1990. 10 p.

Summarizes procedures for and features of Oregon's inmate injury fund and presents statutory requirements. Accession no. 009993

Inmate Labor Compensation Issues. Miller, Neal. Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1981. 17 p.

Reviews compensation for inmate labor from the perspective of the inmate as a productive worker, with labor viewed as neither punishment nor training, but simply a means for producing goods and services for institutional consumption or sale to outside buyers. Examines the background of prison industries, recent changes in inmate labor practices, policy perspectives, incentive scheme implementation, and policy options. Accession no. 001051

Jail Industry Development, Strafford County, New Hampshire: Technical Assistance Report. Miller, Rod. Community Resource Services, Inc. (Kents Hill, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1985. ca. 180 p.

Summarizes progress toward implementing jail industries in Strafford County (NH) and profiles the overall county and facility context. Includes site plans, jail annual reports, market studies, meeting notes, and a request for proposals for jail inmate work projects. Accession no. 003536

Market Survey, West Virginia Prison Industries: Final Report. Flynt, Charles W.; Babb, Thomas J.; Larimer, George S. Institute for Economic and Policy Studies (Alexandria, VA). Sponsored by U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1989. 104 p.

Final report of a survey to provide information to the West Virginia Department of Corrections and West Virginia Prison Industries on the potential market in the state from all private, nonprofit, and public agencies. Discusses the necessity of developing new markets and expanding existing markets. Accession no. 007897

Marketing Study for Maryland State Use Industries. Grieser, Robert C.; Crawford, Thomas M. Institute for Economic and Policy Studies (Alexandria, VA); Maryland State Use Industries (Baltimore, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1985. 69 p.

Reports on a study performed for Maryland State Use Industries (SUI) to assist in expanding its industries program. Methodology included a marketing survey of SUI customers to determine potential product interests and a peer survey of other states' industry programs to gather production and cost information. Topics include shop operations, marketing and sales issues, new products for existing shops, new industries, and recommended locations for and job training potentials of new industries. An appendix outlines steps for replicating the marketing study. Accession no. 004031

Minnesota Department of Corrections, Minnesota Correctional Industries: Information Automation and Interfaced Systems. Ladendorf, J. Minnesota Dept. of Correction (St. Paul, MN). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 47 p.

Provides information about an interfaced, automated accounting system; its structure and operation; and how it differs from a manual system. Accession no. 005800

National Conference on Prison Industries: Discussions and Recommendations. Funke, Gail S. National Center for Innovation in Corrections (Washington, DC). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC); National Institute of Justice (Washington, DC). 1986. 55 p.

Provides guiding principles and models for prison industries, based on proceedings of the conference. The models offer recommendations on internal processes—such as staff training, inmate pay, and marketing—and external processes, including procurement and media and public relations. Accession no. 004554

New Mexico Corrections Industries Comprehensive Master Business Plan. Dietler and Associates (Sacramento, CA); New Mexico Dept. of Corrections (Santa Fe, NM). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1990. 76 p.

A final report of a project to design and implement a 5--year plan for the New Mexico DOC that includes long--term business objectives, strategies to enhance the coordination and monitoring of the three major branches of corrections industries, budget and sales forecasting, and expansion of enterprises to provide employment for the ever--increasing inmate population. Accession no. 009273

Operating Jail Industries: A Resource Manual. Sexton, George E.; Miller, Rod; Jacobsen, Victor J. Abt Associates (Cambridge, MA); U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1990. 414 p.

Assists program operators in improving operations and solving problems. Provides comprehensive information, checklists, and resource suggestions for operating a jail industries program. Addresses legislative, legal, and professional issues; management of the inmate workforce; industrial operations; and evaluating the jail industry. Accession no. 008399

*** Performance Audit [of the] North Carolina Correction Enterprises Administered by the Department of Correction.** North Carolina Office of the State Auditor (Raleigh, NC). 1997. 46 p.

Reports on an audit of a program that encourages private companies to establish manufacturing facilities within the state prison system. Recommends several improvements to enhance inmate employability and give inmates marketable skills, including closer matching between inmates and job opportunities and more marketing of goods and services. Accession no. 014223

*** Prison Industry Authority: Has Failed to Take Significant Corrective Action on Many State Auditor Recommendations.** California State Auditor, Bureau of State Audits (Sacramento, CA). 1997. 48 p.

Reports on a follow--up audit that found the Prison Industry Authority was slow to implement improvements recommended in a 1996 audit. Notes particularly that the Authority failed to address critical cost control and operations improvements and that its focus on prompt delivery emphasis contributed to the doubling of excess inventory levels. Accession no. 014161

Prisoner Labor: Perspectives on Paying the Federal Minimum Wage. Blume, James; Montgomery, Jan. U.S. General Accounting Office (Washington, DC). 1993. 27 p.

Based on a survey of federal and state prison systems across the United States, examines inmate labor wages and the potential impact of paying inmates minimum wage. Presents the views of organized labor and other organizations on the subject. Accession no. 011051

Prisoner Labor: Perspectives on Paying the Federal Minimum Wage/Statement of Lynn H. Gibson, Associate General Counsel. Gibson, Lynn H. U.S. General Accounting Office (Washington, DC). 1993. 10 p.

Examines the potential effects on prison work programs and potential fiscal impacts if prisons were required to pay minimum wage for prisoner work. Compares rates of inmates' pay to minimum wage and summarizes the views of federal and state prison officials, organized labor, and other organizations on paying minimum wage to prisoners. Accession no. 011231

Santa Clara County Correctional Industries: Space Program. Henningson, Durham and Richardson (N.P.); Santa Clara County Dept. of Correction (San Jose, CA). 1994. 45 p.

Describes the space planning program for the prison industries facility at the Santa Clara County Jail in Elmwood, California. Estimates space requirements based on a series of interviews with staff and equipment inventory lists compiled by shop supervisors, and discusses three types of space: current industries, proposed industries, and supporting space. Covers cost estimates, site planning, security planning, construction materials, and utility services. Presents various space designs. Accession no. 011821

*** Why Aren't There More Jail Industry Programs? Overcoming the Obstacles.** Trevathan, Joseph T. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1997. 3 p.

Identifies fear of the unknown as the biggest obstacle to the development of jail industry programs. Based on experiences of the author, discusses the issues of inmates with tools, inmate injuries, and problems with area businesses. Accession no. period135. *View online at http://www.nicic.org/pubs/1997/period135.pdf.*

2.5 Program Descriptions

Asbestos Issues. New York State Dept. of Correctional Services, Division of Industries (Albany, NY); Corcraft (Menands, NY). 1992? 3 p.

Describes Corcraft's asbestos abatement program, established as a prison industry in 1991. Cites benefits to inmates, who are trained and licensed in asbestos abatement, and facilities, which have potentially dangerous asbestos removed. Accession no. 010220

*** Boulder County Jail's Productive Day Program (Inmate Industry) [Packet of Information].** Boulder County Sheriff's Dept., Jail Division (Boulder, CO). 1997. 34 p.

Describes a voluntary program available to all inmates confined at the Boulder County Jail. The Productive Day program is predicated on having a positive attitude and being productive with one's time. Participating inmates must work in a jail industry and may attend educational or other programs. They earn privileges, such as access to TV, commissary, telephones, and visitation. Wages are applied to restitution, child support, and costs of incarceration. Includes forms, schedules, and resolutions regarding the program. Accession no. 014257

*** Boulder County Program Promotes "Productive Day."** Pringle, Charles. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1998. 3 p.

Describes the Productive Day program, which reduces jail inmates' idle time through its goal of 8 hours of productive activity—including work, education, or treatment—for every inmate, every day. Accession no. period144. *View online at http://www.nicic.org/pubs/1998/period144.pdf.*

*** Clark County Corrections Offender Industries Program.** Clark County Corrections Dept. (Vancouver, WA). 1996. 35 p.

Presents the industries program's enabling legislation, mission statement, standard operating procedures, orientation materials, and various forms. Accession no. 013529

Deathrow Work Capable Program. Texas Dept. of Corrections (Huntsville, TX); Ellis I Unit (Huntsville, TX). 1990? 93 p.

Describes the Work Capable Program, which provides institutional jobs to qualifying inmates on death row. Contains the death row classification plan, which includes stipulations regarding death row conditions and a social summary used in selecting work capable inmates. The death row activity plan provides for the minimum in--cell and out--of--cell opportunities for both work capable and segregation inmates on death row, covering such issues as psychological examination, recreation, feeding, legal materials, and religious services. Other sections cover program rules, a subsequent review process, death row screening report, and death row daily breakdown record. Accession no. 001432

FPC Duluth Institution Recycling Program Procedures [Institution Supplement]. U.S. Dept. of Justice, Federal Bureau of Prisons (Washington, DC). 1991. 4 p.

Delineates procedures that cover recycling of paper, cardboard, plastics, aluminum cans, bimetal (steel) cans, and glass, as well as composting of organic materials. Accession no. 010396

*** Governor's Affordable Senior Housing Program.** South Dakota Housing Development Authority (Pierre, SD). 1997. 6 p.

Describes a program that puts inmates to work to build affordable homes for senior citizens and handicapped individuals in their home towns. Inmates learn valuable skills and provide reduced labor costs. Includes a list of house features and a home buyer worksheet. Accession no. 014253.

Inmate Worker Programs. Marion County Dept. of Corrections (Salem, OR); Marion County Corrections Facility (Salem, OR). 1992. 18 p.

Gives general information on work programs for inmates, including job descriptions for commissary, kitchen, laundry, library, maintenance, and pod worker positions. Provides relevant forms. Accession no. 010400

Inmates Hydroponically Grow Their Own Vegetables, Seminole County, Florida. [Press Release.] Seminole County Sheriff's Office (Sanford, FL). 1995. 4 p.

Gives a brief overview of the hydroponics food operation program at the John E. Polk Correctional Facility in Seminole County. The program results in a significant annual savings on the jail's food bill, teaches inmates a skill, and reduces food waste and shipping costs. Accession no. 013015

*** Institution Community Work Crew (ICWC) House Construction Project: Governor's Supplemental Budget Initiative.** Minnesota Dept. of Corrections (St. Paul, MN); Minnesota Dept. of Children, Families and Learning (St. Paul, MN). 1998. 4 p.

Describes the benefits and funding of a successful low--cost home building pilot project that used nonviolent inmate work crews. Accession no. 014397

Orange County Community Distribution Center. Orange County Corrections Division (Orlando, FL). 1996. 12 p.

A consortium of private and public sector organizations created a community distribution center where building materials that would otherwise be dumped in a landfill are donated to nonprofit organizations. The center provides training for inmates in forklift operation, inventory control, and distribution of materials. The cost/benefit ratio for the community is favorable. Accession no. 013182

Telemarketing Office. Moore, Daniel J. Maryland Division of Correction, State Use Industries (Annapolis, MD). 1987. 45 p.

Describes the telemarketing office, which serves as a sales tool for the State Use Industries of Maryland, a service industry to other state agencies, an inmate training unit, and an inmate employment facility. Accession no. 005120

*** Texas State Agency Recycling and Conservation Annual Summary Report: Fiscal Year 1996.** Texas Dept. of Criminal Justice (Huntsville, TX). 1996. 11 p.

Describes recycling activities of the Texas Department of Criminal Justice. Lists a number of active or potential recycling initiatives in areas such as purchasing, waste reduction, and energy efficiency and their dates of establishment, where applicable. Accession no. 014007

UNICOR FPC Duluth Recycling Information Packet. UNICOR (Washington, DC). 1992? 61 p.

Presents documentation on the history of the FPC--Duluth recycling program, recycling guidelines, equipment purchased, and requirements for recycling buildings. Provides addresses of companies involved in the recycling process and information regarding cost savings. Accession no. 010397

2.6 Private Sector Involvement

Developing Private Sector Prison Industries: From Concept to Start Up. Criminal Justice Associates (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, National Institute of Justice (Washington, DC); U.S. Bureau of Justice Assistance (Washington, DC); Nebraska Dept. of Correctional Services (Lincoln, NE). 1990. 110 p.

Intended to encourage and assist those who want to develop a private sector prison industry (PSPI), describes the complicated development process. Presents a comprehensive discussion of PSPI, from designing and developing a PSPI program to finding private sector partners and program implementation. Appendices include results of a PSPI survey by state. Accession no. 010884

Emergency Adoption of Regulations Governing the Joint Venture Program Created with the Passage of the Prison Inmate Labor Initiative of 1990: Notice of Change to Director's Rules. California Dept. of Corrections, Regulation and Policy Management Unit (Sacramento, CA). 1990. 17 p.

Provides "Proposition 139: Text of Proposed Law," the "Prison Inmate Labor Initiative of 1990," along with temporary rules to authorize the law's implementation. Regulations governing the joint venture program address such issues as selection criteria, inmate compensation and use of wages, program contracts, and inmate program participation. Accession no. 009093

*** Factories Behind Bars. Reynolds, Morgan O. National Center for Policy Analysis (Dallas, TX). 1996. 29 p.**

Analyzes private employment of prisoners and concludes that the advantages far outweigh the disadvantages. Suggests that restrictive state and federal laws be repealed to make prisons more productive and that private prison operators be allowed to profit from the gainful employment of inmates. Accession no. 013442

A Guide to Private Sector Prison Industries: Identifying, Screening, and Contacting Companies. (Draft.) Wharton Center for Applied Research (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1988. 42 p.

Discusses the nature of private sector prison industries, their relationship with the correctional agency, and factors in determining what model of private sector involvement may be appropriate to a specific agency. Outlines a process for identifying potential industries and private sector partners and for initiating exploratory discussions. Includes case studies and a discussion of potential barriers to private sector industries. Accession no. 007227

Hennepin County ACF Industries: 1995 Report. Hennepin County Adult Corrections Facility (Plymouth, MN). 1995. 4 p.

Presents 1995 data on the nation's largest private sector jail industries program, ACF Industries in Hennepin County, Minnesota. Includes overall figures on operations and costs, specific data on industrial production in several areas of operation, and an income and expense statement. Accession no. 012988

*** Jail Industries/PIE Programs [Miscellaneous Information].** BJA Jail Work and Industry Center (Washington Grove, MD). 1997. 49 p.

Provides a national list of active, certified Prison Industry Enhancement (PIE) programs; a list of products available from York Street Industries in Ludlow, Massachusetts; data on each state's PIE programs; a technical assistance report from Stafford County, New Hampshire; and a workshop outline titled "Finding Resources for Your Jail Work and Industry Programs." Accession no. 014028

Marketing Correctional Industries Programs to the Private Sector. Knobloch, John R. *Correctional Industries Association Newsletter*, v. 16 n. 2. 1989. 3 p.

Offers seven recommendations for developing good relations between prison industries and the private sector, addressing such areas as composition of the governing board, private sector advisory committees, and the involvement of legislators in presentations. Accession no. 010261

Private Sector Involvement in Prison–Based Businesses: A National Assessment. Sexton, George E. Criminal Justice Associates (Lafayette Hill, PA); U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1985. 152 p.

Based on an examination of statutes, analysis of survey results, and site visits, summarizes the status of private sector involvement in prison industries and explores public sector interest in expanding that involvement. Identifies six models for private sector involvement in prison industries and the statutory, organizational, and procedural strengths and weaknesses of each. Presents conclusions and recommendations for both corrections officials and the private sector. Accession no. 004238

Private–Sector Involvement in Prison Industries: An Overview. Karacki, Larry. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1989. 14 p.

Briefly reviews literature on private--sector involvement in prison industries. Limitations have been experienced in such areas as firm recruitment and profitability. Legal prohibitions further limit involvement at the federal level. Accession no. 009664

Private Sector Prison Industries Programs in Other States. Furbish, Lawrence K. Connecticut General Assembly, Office of Legislative Research (Hartford, CT). 1995. 8 p.

Describes the private sector prison industries programs in nine states that have relatively large or successful programs: Arizona, California, Kansas, Minnesota, Nebraska, Nevada, Oregon, South Carolina, and Washington. Lists the companies, products, and number of inmates employed in each state. Accession no. 012942

Private Sector Prison Industries: Steps for Future Action. Criminal Justice Associates (Lafayette Hill, PA); Wharton Center for Applied Research (Philadelphia, PA). Sponsored by U.S. Dept. of Justice, National Institute of Justice and Bureau of Justice Assistance (Washington, DC). 1988. 33 p.

Presents background information on private sector prison industries, plus discussions and recommendations from a July 1988 workshop involving business, corrections agencies, the federal government, and professional organizations. Recommends that the U.S. Department of Justice support amendments to legislation on private sector prison industries; develop a mechanism to help promote prison--based joint ventures and provide information necessary for their effective implementation; and sponsor research to further explore the issues surrounding the development and operation of these enterprises and document their impacts on the prison, the inmate worker, and the community. Accession no. 007041

Private Sector/Prison Industry Enhancement Certification Program: Issuance of Final Guideline. Abell, Richard B; Tubbs, H. Thomas. U.S. Dept. of Justice, Bureau of Justice Assistance (Washington, DC). 1985. 15 p.

Presents the final version of the guideline, which outlines requirements for approval of prison--made goods for interstate commerce. Includes public comments concerning the draft version and the government's response to those comments. Accession no. 003144

Progress Report: U.S. Department of Education's Private Sector Jail Industries Demonstration Programs. (Revised.) CRS, Inc. (Topsham, ME); Carter Goble Associates, Inc. (Columbia, SC). 1993. 11 p.

Reports on a joint venture between three counties and the U.S. Department of Education to implement a jail demonstration program that integrates vocational education, literacy and basic skills training, academic content, and in--jail work experience. Describes the overall approach and the status of the efforts in each of the three demonstration sites. Accession no. 011485

A Report on Inmate Labor in Florida: One Century, One Decade of Private Management in the Public Sector. Florida Legislature, Senate Committee on Corrections, Probation and Parole (Tallahassee, FL). 1991. 43 p.

Tracing the history of convict labor in Florida from its post--Civil War origins to the present, focuses on the decade since the 1981 legislature decided to contract state prison industrial operations to private sector management. While the current arrangement is generally satisfactory, several structural, marketing, and capital changes are recommended. Includes enabling legislation for correctional work programs generally and leased or managed programs. Accession no. 010240

*** Work in American Prisons: Joint Ventures with the Private Sector.** Sexton, George E. U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1995. 15 p.

Highlights three companies that have developed successful and mutually beneficial partnerships with prisons in South Carolina and briefly describes other joint ventures in California and Connecticut. Provides information on starting a joint venture and discusses the controversy surrounding these industries. Accession no. serial524

Work in American Prisons: The Private Sector Gets Involved. Auerbach, Barbara J.; Sexton, George E.; Farrow, Franklin C. Criminal Justice Associates (Lafayette Hill, PA); U.S. Dept. of Justice, National Institute of Justice, Office of Communication and Research Utilization (Washington, DC). 1988. 113 p.

Describes historical and current developments in private--sector prison industries, analyzes costs and benefits for both the public and the private sectors, and suggests strategies for future growth. Also presents a model for private--sector prison industries and includes a bibliography. Accession no. 006940

Section 3. Offender/Ex--Offender Employment

3.1 General

Crime and Employment Issues: A Collection of Policy Relevant Monographs. Austin, Severa; Benjamin, Ron; Coffey, Kenneth. American University Law School, Institute for Advanced Studies in Justice (Washington, DC). Sponsored by U.S. Dept. of Labor, Employment and Training Administration (Washington, DC). 1978. 180 p.

Eleven papers address the employment problems of offenders and ex--offenders and suggest solutions in the community, schools, prisons, the armed forces, and the public at large. Topics include crime as employment, sociocultural causes of youth unemployment and crime, problems and prospects of vocational training in a prison setting, and the potential of prison industries. Includes a bibliography. Accession no. 000727

Employment and Training of Ex–Offenders: A Community Program Approach. National Alliance of Business (Washington, DC); Administrative Office of the United States Courts, Division of Probation (Washington, DC). Sponsored by U.S. Dept. of Labor (Washington, DC). 1983. 72 p.

The federal government and the National Alliance of Business jointly created the Community Alliance Program for Ex--Offenders (CAPE) to address ex--offenders' employment and training needs. Based on findings from a pilot program at three sites, this guide for leaders in the public and private sectors promotes a community advocacy approach for developing programs aimed at increasing ex--offender employment while also providing a viable alternative to incarceration. Outlines overall program planning, start--up, and coordination and describes specific offender--focused components. Includes text of the CAPE interagency agreement, forms, names of field contacts, and a bibliography. Accession no. 001422

Employment Needs of Women Offenders: A Program Design. U.S. Dept. of Labor (Washington, DC). 1977. 63 p.

A series of community consultation meetings in three cities was used to develop a strategy for involving citizens, community organizations, and government agencies in the provision of jobs, job training, and support services for women offenders and ex--offenders. Details the actions taken to plan and present the meetings and the findings and outcomes. A guide for replicating the program is accompanied by sample forms and press releases, meeting agendas and evaluation forms, and a directory of resources. Accession no. 006307

Employment Problems of Ex–Offenders. Fry Consulting Group (New York, NY). Sponsored by Alliance for a Safer New York (New York, NY); Edna McConnell Clark Foundation (New York, NY). 1971? 40 p.

Provides crime and recidivism statistics on New York City offenders. Discusses problems faced by offenders in gaining employment from the perspective that crime results from socio--economic disadvantage and that realistic employment opportunity is needed to reduce recidivism. Provides specific guidelines for employers willing to hire ex--offenders and lists resources. Prepared at the request of the Honorable Jacob K. Javitz, U.S. Senator from New York. Accession no. 005998

Employment Services for Ex–Offenders Field Test: Summary Report. Milkman, Raymond H.; Timrots, Anita D. Lazar Institute (McLean, VA). Sponsored by U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1985. 41 p.

Summarizes the results of a study that evaluated the impact of three programs and "special" (extended) employment services. The three programs were the Comprehensive Offender Employment Resource System in Boston, the Safer Foundation in Chicago, and Project JOVE in San Diego. Results indicate that, although recidivism rates of clients receiving special services did not differ significantly from those of clients receiving normal services, clients who were placed by the employment services appeared to have lower recidivism rates than clients who were not placed, suggesting that the acquisition of employment in and of itself decreases the rate of recidivism. Accession no. 004330

Employment Services for Ex–Offenders: Program Models. Wilson, Cicero; Lenihan, Kenneth J.; Goolkasian, Gail A. Abt Associates (Cambridge, MA); U.S. Dept. of Justice, National Institute of Justice (Washington, DC). Sponsored by National Institute of Justice, Office of Development, Testing, and Dissemination (Washington, DC). 1981. 174 p.

Identifies promising ex--offender employment service strategies and techniques, based on a survey of more than 75 employment service programs and visits to 9 of them. Finds that programs appear to have a positive impact on initial post--release adjustment and labor market entry for ex--offenders, but are generally not designed to have a maximum effect on ex--offender unemployment, under--employment, and recidivism rates. Accession no. 002623

Employment Services for Ex–Offenders: Test Design. U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1980. 51 p.

Details the rationale and selection criteria for a field test to evaluate programs that assist jail and prison releasees in getting and keeping a job. Three sites selected for the test received grant funds to implement it in five phases during a 24--month period. Includes a bibliography and a list of resources on employment services. Accession no. 001446

The Hiring of Ex–Offenders in Domestic Violence Programs: Summary Document. Nicoli, Sandra. Contact, Inc. (Lincoln, NE). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1982? 245 p.

Reports results of a survey to explore the use of ex--offenders as volunteers or employees by organizations involved with abuse issues. Finds that organizations not employing ex--offenders are willing to consider such a program. The "how--to manual," a companion to the summary report, gives information on how ex--offenders are used in domestic violence programs. Includes a list of programs that hire ex--offenders. Accession no. 001760

Inmate Employment Programs in Federal and State Correctional Institutions. Wolf, Jean Dempsey. U.S. Library of Congress, Congressional Research Service (Washington, DC). 1973. 91 p.

Presents results of a survey on federal and state prison inmate employment in fiscal year 1972. Addresses the percentage of inmates engaged in paid labor, wages paid, types of work performed, and work products. Includes the survey instrument and extensive survey data. Accession no. 001054

*** Inmate Placement Branch.** McCollum, Sylvia G. UNICOR (Washington, DC). 1996. 7 p.

Details efforts of the Federal Bureau of Prisons' (BOP's) Inmate Placement Branch to encourage BOP prison wardens and their staffs to develop collaborative efforts to enhance post--release employment of federal prisoners. Profiles four projects: 1) a pilot demonstration job fair, 2) contracts with other state and private agencies already offering placement services, 3) identification of available job markets, and 4) joint efforts with other groups to publicize the importance of inmate employment programs. Accession no. 013710

* **Inmate Placement Programs: An Exploratory Study.** Ryan, T. A. Ryan Associates, Inc. (Lexington, SC). 1997. 25 p.

Reports the results of a survey of inmate placement programs separate from or linked with community corrections, focusing on adult offenders in 52 jurisdictions. Results suggest that jurisdictions are tending to move toward inmate placement programs that are not administratively within community corrections agencies. Accession no. 014391

* **Jobs for Ohio's Offenders.** Ohio Dept. of Rehabilitation and Correction (Columbus, OH). 1998. 6 p.

Outlines a searchable Internet database of Ohio inmates who have completed a vocational training program, explains the work opportunity tax credit program, discusses offender job fairs at Ohio prisons, and provides a form for online requests for information. Accession no. 014329. *View online at http://www.drc.ohio.gov/web/joboffen.htm.*

Job Survival Skills of Youthful Offenders: Report of a Needs Assessment and Curriculum Development Project, Final Report. Wiederanders, Mark R.; Luckey, Albert Victor; Cross--Drew, Candace J. California Dept. of the Youth Authority (Sacramento, CA). Sponsored by U.S. Dept. of Health, Education, and Welfare, Bureau of Occupational and Adult Education (Washington, DC). 1978. 105 p.

Structured interviews with 145 offenders released from California Youth Authority facilities were used to identify the factors that undermined job retention. Based on findings, project staff developed a 44--hour curriculum on motivation, identification of work interests and abilities, and strategies for seeking, winning, and keeping a job. Discusses the results of follow--up interviews with participants and other evaluative findings. Includes interview forms, a checklist for assessing instructional resources, training modules, and tests used in training. Accession no. 002843

Job Training and Placement for Offenders and Ex--Offenders. McCreary, Phyllis Groom; McCreary, John M. American Correctional Association (Laurel, MD). U.S. Dept. of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice (Washington, DC). 1975. 112 p.

Presents background information and operational guidelines for job placement and training programs for offenders and ex--offenders. Discusses proven techniques and procedures that can be adopted by program directors and staff, as well as obstacles that may arise in designing good programs. Encompasses both institutional and community--based programs, from pre--trial intervention to residential post--custody programs. Appendices include samples of orientation materials, sample planning charts, a guide to the employment interview, a process for determining staffing requirements for an offender training and placement program, and criteria and a rating scale for hiring ex--offenders. Accession no. 000702

* **LMI (Labor Market Information): A Tool for Making Sense of the World [Brochure].** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1997. 15 p.

Defines labor market information and describes various methods of acquiring it. Lists resources, including Internet sites; the New York State Department of Labor, Community Services Division; and print publications. Accession no. 014347

* **New York State Department of Labor Bulletin Board System [Brochure].** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1997. 3 p.

Describes the New York State electronic Bulletin Board System (BBS), consisting of 10 regional file libraries that provide employment--related information, economic and demographic data, publications, computer utilities, job listings, and free BBS software. Accession no. 014346

* **Occupational Trends Through 2005 [Brochure].** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1996. 5 p.

Projects the fastest growing occupations in New York State through 2005 as being in the computer and health fields. In particular, three occupations—computer systems analyst, personal home care aide, and home health aide—offer the greatest number of projected job openings. Accession no. 014344

Parolee Employment Survey, Michigan Department of Corrections: 1991. Rankin, C. Michigan Dept. of Corrections, Facilities Research and Evaluation Unit (Lansing, MI). 1991. 15 p.

Presents data from surveys completed by parole agents that indicate full--time employment is more likely for parolees who successfully completed the Community Residential Program (CRP) prior to release than for those paroled directly from secure facilities, but this effect is less significant in locations with high unemployment. Offenders who were employed while in the CRP were usually employed full--time on parole, and parolees with full--time jobs were much more likely to have a high school diploma or GED than unemployed parolees. Accession no. 013207

Public Law 97–300, 97th Congress, An Act to Provide for a Job Training Program and for Other Purposes. U.S. Congress (97th: 1981--1982). 1982. 78 p.

The text of Public Law 97--300, which establishes programs to prepare youth and unskilled adults for entry into the labor force and provide job training to economically disadvantaged individuals and others facing serious barriers to employment who are in special need of such training. Accession no. 010975

* **Services to Ex–Offenders; [and] Federal Bonding Program.** New York State Dept. of Labor (Albany, NY). 1996. 2 p.

Describes employment assistance offered by the New York State Department of Labor and Community Service Centers to offenders after release from prison, including counseling, assessment and testing, and skills workshops. Describes the Federal Bonding Program, which offers fidelity bonding coverage to employers for qualified job applicants who cannot otherwise obtain it. Accession no. 014361

* **Successful State Practices in Job Matching.** Jacobson, Louis; Yudd, Regina. Center for Employment Security Education and Research (Washington, DC); Westat, Inc. (Rockville, MD). 1996. 111 p.

Discusses the job--matching process and specific options, strengths/weaknesses, and assessment criteria. The process includes: 1) registering job seekers, 2) developing and maintaining lists of job orders, 3) browsing of job orders by job seekers, 4) searching of registrant pools and job orders by staff, 5) notifying job seekers that they have been matched to a job order, and 6) obtaining feedback on labor exchange operations. Accession no. 013694

* **Taking the First Steps: Helping Welfare Recipients Who Get Jobs Keep Them.** Rangarajan, Anu. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Public Aid, Division of Planning and Community Services (Springfield, IL). 1996. 24 p.

Assesses the challenges in keeping a new job that are present for those transitioning from welfare to work. Suggests ways that future programs can assist employees with such issues as affordable day care and transportation. Emphasizes providing quick response to clients' needs, personal attention by case managers, awareness of transitional benefits, and access to services. Accession no. 014545

* **Tax Benefits for Businesses: Hiring Ex–Offenders.** Iowa Dept. of Revenue and Finance (Des Moines, IA). 1996. 2 p.

Describes benefits for employers in Iowa who hire ex--offenders. These include a targeted jobs tax credit and an income tax deduction of 65% of the first 12 months' wages, with a ceiling of a $20,000 deduction per employee. Lists resources and contacts for more information. Accession no. 014321

*** The Use of Labor Exchange Data for Labor Market Analysis: Final Report.** Bennici, Frank J. Westat, Inc. (Rockville, MD); Center for Employment Security Education and Research (Washington, DC). 1996. 43 p.

Reports that state labor market information directors do not consider labor exchange data, in its current form, a good source of information and that data on the skills and knowledge sought by employers are being supplied by new job--matching methods. Discusses the significant potential of using labor exchange data to provide locally specific labor market information. Accession no. 013695

*** Visit Us on the Internet (http://www.labor.state.ny.us) [Brochure].** New York State Dept. of Labor (Albany, NY). 1997. 2 p.

Outlines the information available on the New York State Department of Labor website for employers, job seekers, and employees. Accession no. 014357

3.2 Training Issues and Curricula

Career World Training Guide for Instructor. Moran, Kenneth Lee. Indianapolis Division of Occupational and Community Services (Indianapolis, IN). 1991. 42 p.

Presents the curriculum for a 5--day program that prepares inmates on work release to apply and interview for employment. Segments cover self--assessment, job search planning, resumé preparation, completing job applications, interview techniques, the hiring process, and keys to starting and keeping a job. Includes presentation notes, exercises, and case studies. Accession no. 009404

*** Curriculum for Career Development Facilitators.** Hoppin, Judith; Splete, Howard (eds). Career Development Training Institute (N.P.); Oakland University, Continuum Center (Rochester, MI). Sponsored by U.S. National Occupational Information Coordinating Committee (Washington, DC). 1996. 445 p.

Provides four modules of approximately 30 hours each, which contain learning objectives, short lectures, and learning activities. Modules address career development overview, theory, and information; helping and assessment skills; career information, resources, and program design; and reality checks, goal setting, and action steps. Accession no. 013192

Development and Implementation of Pre--Employment and Post--Employment Training Programs for Inmates. Haupt, Gregory L. Maryland State Use Industries (Baltimore, MD). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1990. ca. 190 p.

Presents training materials used to improve the quality of the inmate workforce in Maryland State Use Industries and prepare inmates for employment upon release. Provides instructional plans, handouts, worksheets, and tests for the 20--hour Pre--Service Training Series, which covers shop safety, measurement review, shop tools, quality control, shop and factory operations, and good work habits. Instructional plans and handouts for the 20--hour Employment Readiness Training Series cover career planning, skill and interest assessment, job applications and interviews, and keeping a job. Accession no. 008929

Employee Career Development Program Guide: A Training Program for Counselors, Advisors, and Human Resource Professionals in the Career Development Process [and] A Model Workshop for Adults in Career Transition. PAVE, The Education and Training Foundation (Alexandria, VA); National Occupational Information Coordinating Committee (Washington, DC). 1992. 256 p.

Presents strategies, activities, and resources to use with adults in career transition, in individual or group workshop settings. Covers client assessment, career exploration, and career decisionmaking

and action planning. Includes worksheets, assessment forms, visual aids, and references. Accession no. 013189

Employee Career Development Reference Guide: A Resource for Counselors, Advisors, and Human Resource Professionals in the Career Development Process. PAVE, The Education and Training Foundation (Alexandria, VA); National Occupational Information Coordinating Committee (Washington, DC). 1992. 230 p.

Provides training and resources for practitioners who assist employed and unemployed adults in career transition. Addresses issues in adult career development, the career development process, implementing employee career development programs, career counseling and coaching techniques, program evaluation, referrals and support services, and marketing career development. Includes extensive graphics adaptable as visual aids. Accession no. 013190

Leader's Manual: Job–Seekers' Workshop. Loeb, Peter; Levois, Michel; Hall, Sharon M. University of California (San Francisco, CA). 1978. 52 p.

Instructs workshop leaders on preparing for and conducting the 5--day program, which is designed to increase the job application and interviewing skills of drug treatment clients so they can seek and obtain employment on their own. Program uses videotaped simulated interviews. Includes an evaluation of the program based on two studies with methadone maintenance clients. Accession no. 004976

*** Life Skills Programming for Women Prisoners: Final Report — A Resource Guide for Implementation of Life Skills Education for Women Prisoners.** Michigan Dept. of Corrections, Life Skills Institute (Lansing, MI). 1997. ca. 300 p.

Presents a curriculum that offers life skills education coupled with individualized reintegration planning for women offenders. Includes chapters on self--awareness, communication, problem solving, stress management, anger management, employability skills, time and money management, and family and community living. A section on community reintegration planning emphasizes the steps that must be taken to return to society and offers resources, guides, and forms. Accession no. 014191.

*** Offender Employment Specialist Training.** U.S. Dept. of Justice, National Institute of Corrections (Longmont, CO). 1997. 3 v. (v.1 -- ca. 400 p., v.2 -- ca. 500 p., v.3 -- ca. 370 p.)

Targeted to personnel whose job responsibilities include or are related to finding jobs for correctional clients, this 36--hour seminar covers offender assessment and programming, pre--employment and job readiness skills, job development, marketing, community resources and coordination, job placement, and job retention strategies. Contains lesson plans, text for overheads and handouts, a participant's manual, and supplemental readings and additional resources for preparing offenders for the job market. Accession no. 014125

Out for Life! Life Skills Classes for Inmates. Module IV: Employability Skills. South Carolina Dept. of Corrections (Columbia, SC). Sponsored by U.S. Dept. of Education (Washington, DC). 1996. 200 p.

Includes the curriculum guide and student workbook for a 20--hour program that teaches inmates to find, get, and keep a satisfying job. Emphasizes resumés, job applications, job interviews, and communication skills and discusses options for disclosing information about a criminal record. The program includes pre-- and post--tests, group activities, mini--lectures, hands--on practice, and viewing of videotapes (citations included). Accession no. 013136

Role Modeling and Role Playing in Employability Development Agencies: A Manual for Practitioners, Vocational Workers, and Counselors Containing Principles, Their Applications in Practice, and Their Empirical Sources. Bertcher, Harvey. Manpower Science Services, Inc. (N.P.). Sponsored by U.S. Dept. of Labor, Manpower Administration (Washington, DC). 1982? 113 p.

Assists practitioners working to improve the employability of disadvantaged persons. Covers role playing, how to recognize and reward appropriate behavior, and characteristics of good role models. Accession no. 001915

Standardized Pre--Release Orientation Program (S.P.O.P.). (2nd ed.) Section II: Economic Issues. Indiana Dept. of Correction (Indianapolis, IN). 1995. ca. 100 p.

The Standardized Pre--Release Orientation Program provides 80 hours of transition programming to offenders who are about to be released from the Indiana Department of Correction. Section II of the training curriculum focuses on economic issues. A 20--hour segment addresses the job search and includes exercises, handouts, and sample resumés. Two 1-- to 3--hour segments cover issues in budgeting, consumerism, and banking, and information on educational opportunities. Accession no. 012562

Training Employability Readiness Class Instructors: The Unique Experience of Ex--Offenders. Hull, Cynthr Aid and Restoration, U.S.A. (Richmond, VA). 1994. 4 p.

Outlines an approach to preparing instructors to deliver effective employability training. Discusses desired characteristics of the educator, training objectives and content, employment--related training needs of the offender/student, the classroom curriculum, delivery methods, and community resources. Accession no. 013213

Waukesha County Jail Employment Education Project. Marciniak, Cynthia; Schnabl, Meg. Waukesha County Sheriff's Dept. (Waukesha, WI); Waukesha County Technical College (Waukesha, WI). Sponsored by U.S. Dept. of Justice (Washington, DC). 1996. 16 p.

Presents materials describing the objectives, educational components, and participant response for a program to reduce recidivism of jail inmates through education and mentoring. Includes outlines for the life skills/work planning and employability skills components and the curriculum for a 6--day corrective thinking module. Accession no. 013237

Workforce in Transition: A Blueprint for Adult Career Development and Job Search Training. Hoppin, Judith M., ed. Career Development Training Institute (N.P.); South Carolina Occupational Information Coordinating Committee. Sponsored by National Occupational Information Coordinating Committee (Washington, DC). 1995? 304 p.

Presents materials and exercises for career development personnel on counseling, training, placement, and program development skills; action planning for adult career development; job search methods and interview skills; and keeping and progressing in a job. Accession no. 013191

3.3 Self--Help Materials

BASICS: An Innovative Alternative. State Bar of Georgia (Atlanta, GA). 1989. 39 p.

Describes BASICS, a community--based offender rehabilitation project designed to assist inmates in making a successful transition from prison to the free world. The program stresses motivation, business education, and personal development. One of its goals is to assist offenders in achieving a positive attitude toward work so as to eliminate future criminal behavior. Accession no. 008154

A Beginning . . . . Delaware Women's Correctional Institution (Claymont, DE). 1991. 248 p.

A workbook based on a 12--step readjustment process, designed by a group of women serving life sentences at the Delaware Women's Correctional Institution, to help female inmates plan their return home. Discusses individual commitment; family, employment, and personal issues; financial management; education; community transition; and substance abuse problems. Accession no. 009552

*** A Better Way [Brochure].** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1997. 5 p.

Recommends that an unemployed person use checklists, networking, and budgeting to improve his/her life situation. Lists the skills that employers expect in a worker and describes how to use networking to find help. Accession no. 014345

Connections II: A Guide for Ex–Inmates to Information Sources in New York City, Plus the Job Search. (2nd ed.) Likosky, Stephan. New York Public Library, Office of Special Services (New York, NY). Sponsored by New York State Education Dept. (Albany, NY); Edna McConnell Clark Foundation (New York, NY). 1984. 119 p.

Refers specifically to services available in New York City. *The Job Search*, appended to the main document, is a guide for ex--inmates to the various steps involved in hunting for work. Covers job interviewing, resumé writing, what an inmate can do before leaving prison, how to read a classified ad, and how to handle disclosure about convictions. Accession no. 002530

*** Connections V: Guide for Ex–Inmates to Information Sources in New York City, Plus the Job Search.** Likosky, Stephan. New York Public Library, Institutional Library Services (New York, NY). Sponsored by New York State Education Dept. (Albany, NY); New York State Coordinated Outreach Services (Albany, NY). 1997. 156 p.

Discusses the difficulties faced by ex--inmates in the first few weeks after release from incarceration and presents a selected list of resources available to inmates about to be released, focusing primarily on finding a job, education, and housing. Includes relevant Internet resources and profiles the New York City public library system as a source of access to the Internet. A section on the job search process discusses job interviewing and resumé writing, as well as possible job discrimination against ex--offenders. Accession no. 014678

*** D.O.A.: The Directory of Acronyms.** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1997. 3 p.

Lists commonly used acronyms to help decipher the "alphabet soup" of employment--related agencies and legislative references in New York State. Accession no. 014355.

Ex–Offender Programs. Reiger, Frank. National Alliance of Businessmen (Washington, DC). 1970? 33 p.

Offers background information for ex--offenders on collecting thoughts and understanding goals before looking for a job, filling out an application, interviewing for a job, and performing well once in the job. Accession no. 005997

From Jitters to Jubilation with the Job Hunt. South Carolina Dept. of Probation, Parole, and Pardon Services (Columbia, SC). 1996? 32 p.

Guides probationers and parolees in addressing criminal history, preparing job hunting tools and documents, and getting and keeping a job. Resource lists identify job opportunities, support agencies and organizations, and legal services. A companion manual for trainers is available under the title, *Job Hunter's Journal.* Accession no. 013205

From the Inside Out: A Parole Planning Manual. Niemeier, Jim. Interstate Publishers, Inc. (Danville, IL). 1991. 159 p.

Written for the inmate serious about staying out of prison when paroled, includes self--assessment instruments and exercises in areas such as setting realistic goals; managing food, clothing, shelter, and money; and finding and keeping a job. Accession no. 003124

Getting a Job—Another Chance to Make It. U.S. Government Printing Office (Washington, DC). U.S. Dept. of Labor, Bureau of Labor Statistics (Washington, DC). 1993. 20 p.

Explains to offenders preparing to look for a job upon release from prison how to obtain necessary paperwork for work and provides advice on public services that assist in job hunting. A section on labor market information describes various occupations and types of employers. Provides resumé and letter samples and suggests interviewing techniques. Accession no. 010832

*** How to Get and Hold the Right Job.** California Employment Development Dept. (Sacramento, CA). 1994. 16 p.

Outlines the steps necessary to obtain and keep a job. Suggests that job seekers take stock of themselves, consider a job's requirements, prepare for employment interviews, and have a plan for job hunting. Lists publications and general information available on retaining a job. Accession no. 014317

Inmate Employment System. Smith, Cecil J. New Mexico Corrections Dept., Education Division (Santa Fe, NM). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1986. 123 p.

Describes an inmate employment system that duplicates as closely as possible the job procurement system of American society and places the responsibility for job and training selection, educational attainment, and self--improvement with the inmate. Accession no. 004427

*** Job Clips: Your Reference Guide to Job Descriptions and More.** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1996. 70 p.

Provides profiles of 177 occupations, including a job description, its employment outlook, where the job is found, educational and training requirements, and weekly pay. Accession no. 014360

Job Hunter's Journal. South Carolina Dept. of Probation, Parole, and Pardon Services (Columbia, SC). 1996? 75 p.

Provides a lesson plan and resource materials for trainers, agents, and job developers working with offenders on probation or parole. The lesson plan involves several methods of teaching, including illustrations, exercises, and role playing. Content covers how to address criminal history, prepare job hunting tools and documents, and get and keep a job. Handouts for offenders identify job opportunities, support agencies and organizations, and legal services. A companion manual for offender use is available under the title, *From Jitters to Jubilation with the Job Hunt.* Accession no. 013204

*** Job Search Guide: Strategies for Professionals.** U.S. Dept. of Labor, Employment and Training Administration (Washington, DC). 1993. 80 p.

Provides job search information, including specific steps that job seekers can follow to identify employment opportunities. Helps a job seeker develop job hunting strategies, learn skills and techniques for successfully completing the applicant screening process (e.g., filling out applications, answering interview questions, and completing employment tests), and identify other resources that can be helpful in locating employment. Accession no. 011058

Job Search Guide: Suggestions to Improve Your Skills. California Employment Development Dept. (Sacramento, CA). 1995. 25 p.

Provides strategies to help job seekers look for a job and insights into how to approach an employer and apply for a job. Topics include organizing a job search; finding job openings; the application,

resumé, and cover letter; personal appearance and attitude; and the job interview. Accession no. 014318

*** The Jobseeker: A Journey into the World of Work.** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1994. 72 p.

Provides exercises and supplemental information that expose a job seeker to job preparation skills, career choices, resumé preparation, interviewing, and strategies for being a good employee. Accession no. 014359

Nebraska Project Worklink: Work Attitudes and Behavior. Vannice, Sally; Stover, Pat. Nebraska Dept. of Correctional Services (Lincoln, NE); Metropolitan Community College (Omaha, NE); Central Community College (Nebraska); Southeast Community College (Lincoln, NE); Nebraska Project Worklink (Omaha, NE). Sponsored by U.S. Dept. of Education (Washington, DC). 1996? 201 p.

Guides inmates seeking to acquire skills in job search and employment retention. Training sessions address interviewing techniques, developing a resumé, completing an employment application, networking, interacting with co--workers and supervisors, and problem--solving. Inmates are encouraged to use positive prison experiences, educational training, and life skills to their advantage in seeking employment. Includes checklists, sample letters, and application forms. Accession no. 013165

*** Offender Employment: Personal Appraisal and Job Search.** 1997, 18 p.

Provides self--appraisal forms that help an offender determine personal strengths and qualities. Answers questions about "School to Work" and "Vision 2020" programs. Includes job search plan forms. Accession no. 014323.

Olomana School Luna A'E Transition Program: End of the Year Program Summary. De Virgilio, John. Hawaii Dept. of Education, Office of Instructional Services (Honolulu, HI). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 9 p.

Reports on a project that provided individualized transitional programming for student--inmates at Hawaii Youth Correctional Facility. The program facilitated and supported offenders' reentry into the community by identifying prospective job sites, increasing offenders' confidence in their abilities to attain realistic vocational goals, and teaching basic life skills needed for independent living. Accession no. 006701

*** The Prime Objective: A Guide in Preparing the Job Seeking Ex--Offender.** New York State Dept. of Labor (Albany, NY), 1996. 29 p.

Contains information on preparing resumés, applications, credit reports, and rap sheets. Discusses programs available to ex--offenders and what they should do when they get or lose a job. Accession no. 013794

*** Suggestions for Career Exploration and Jobseeking.** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1997. 23 p.

Discusses how to start a job search, where the jobs are, common job search methods, apprenticeship, completing an employment application, resumés, interviews, sources of assistance, and the bulletin board system. Intended particularly for job--seekers in New York State. Accession no. 014348

Time After Time [A Release Planning Workbook]. Sebastian--Hall, Ami; Fatir, Amir. Delaware Correctional Center (Smyrna, DE); Corrections Alternatives and Concepts, Inc. (Smyrna, DE). Sponsored by Edna McConnell Clark Foundation (New York, NY). 1990. 243 p.

Produced by inmates, provides resource information and planning exercises on family, education, employment, substance abuse treatment, and other issues relevant to release planning. Originally used in a pre--release class. Accession no. 009509

Tips for Finding the Right Job. U.S. Dept. of Labor, Employment and Training Administration (Washington, DC). 1991. 27 p.

Provides general information to assist persons searching for jobs. Topics include time management, job skill examination, job information sources, cover letter and resumé preparation, interviewing skills, and test preparation. Includes a bibliography of related materials. Accession no. 011057

* **Tips for Finding the Right Job (Formerly "Merchandising Your Job Talents").** California Employment Development Dept. (Sacramento, CA). 1995. 26 p.

Outlines what a job seeker needs to know to effectively market his or her talents and find the right job. Topics include evaluating interests and skills, finding job information, writing resumés and application letters, preparing for job interviews, planning the use of one's time, and taking tests. Accession no. 014319

* **What Next? The Road to a New Job.** New York State Dept. of Labor, Division of Research and Statistics (Albany, NY). 1996. 28 p.

Helps persons who have lost a job identify and evaluate factors such as stress, current finances, job skills, and/or the need for retraining. Discusses job search strategies and resumé styles. Accession no. 014356

* **Your Winning Edge: Your Complete Job Search Guide from Self--Assessment to Resumes to Interviews.** New York State Dept. of Labor (Albany, NY). 1997? 38 p.

Takes a job applicant through self--assessment and identification of career goals, resumé and cover letter preparation, the job search, and preparing for and participating in a job interview. Provides special information for young, older, and dislocated workers. Accession no. 014349

3.4 Outcome Studies/Evaluations

Bivariate Study of Employment and Recidivism Following Prisoner Transfer to a Community Residential Program or Parole. Debor, Stephen T.; Libolt, Adria L. Michigan Dept. of Corrections, Facilities Program Evaluation Unit (Lansing, MI). 1983. 90 p.

Examines a broad range of variables to identify predictors of recidivism and employment for offenders who participated in academic and/or vocational programs while in prison and were transferred to a community residential program or parole. Variables were tracked in the areas of academic and vocational program involvement, educational achievement, the community environment, transition assistance, and community adjustment. Includes methodology, data tables, and a detailed discussion of findings. Accession no. 004677

* **The Effectiveness of the Postemployment Services Demonstration: Preliminary Findings.** Rangarajan, Anu; Meckstroth, Alicia; Novak, Tim. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Public Aid, Division of Planning and Community Services (Springfield, IL). 1998. 73 p.

Describes a program that uses extended case management services and temporary financial support to promote job retention among newly employed welfare recipients to help them meet the challenges of moving from welfare to employment. Preliminary evaluative findings indicate that the program achieved small to modest success in increasing employment and earnings and reducing welfare dependency among the group. Accession no. 014543

Employment Services for Probationers: Evaluation. Maring, Sheri. Texas Criminal Justice Policy Council (Austin, TX). 1992. 53 p.

Evaluates Texas's Employment Services for Probationers program. Includes a description of the program, its operation, employment outcomes and rates, a preliminary recidivism evaluation, and recommendations for future programs. Accession no. 012776

Evaluating the Effectiveness of Unemployment Insurance in Reducing Recidivism. Myers, Samuel L., Jr. University of Wisconsin--Madison, Institute for Research on Poverty (Madison, WI). Sponsored by U.S. Dept. of Justice, National Institute of Justice (Washington, DC); National Science Foundation (Washington, DC). 198--?. 22 p.

Examines theoretical and research shortcomings in an experiment to provide financial aid in the form of unemployment insurance to newly released inmates. The program appeared to be more successful when operated by researchers in Baltimore than when it was operated by correctional staff in Georgia and Texas. Concludes that the approach can be effective in reducing recidivism for very disadvantaged workers. Accession no. 000801

*** The Evaluation Design for the Postemployment Services Demonstration.** Rangarajan, Anu; Haimson, Joshua; Hershey, Alan; Kerachsky, Stuart. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Public Aid, Division of Planning and Community Services (Springfield, IL). 1994. 101 p.

Presents the design guidelines and evaluation plan for a demonstration program created to better understand welfare recipients' barriers to job retention and the effects of providing extended support services. Describes the program's operation at four sites: Riverside, California; Chicago, Illinois; Portland, Oregon; and San Antonio, Texas. Discusses service delivery and benefits of the program and identifies methods and schedules used for data collection and management. Accession no. 014542.

An Evaluation of Project RIO Outcomes: An Evaluative Report. Menon, Ramdas. Texas A&M University, Public Policy Resources Laboratory (College Station, TX); Texas Employment Commission (Austin, TX). 1992. 43 p.

Project RIO (Re--Integration for Offenders) offers pre-- and post--release employment services to parolees to improve their employability. This study examines the impact of Project RIO on employment and recidivism and includes a cost--benefit analysis of the project. Finds that Project RIO is successful in increasing employment, reducing recidivism, and providing cost savings. The appendices contain information on statistical methodology and general program information. Accession no. 011890

Evaluation of the Pre-- and Post--Incarceration Services of Virginia Community Action Reentry System, Inc. Virginia Dept. of Criminal Justice Services, Division of State and Local Services (Richmond, VA); Virginia Dept. of Corrections (Richmond, VA). 1985. 92 p.

Describes the pre-- and post--release programs provided by Virginia Community Action Reentry System, Inc., (Virginia CARES) including their history, program design, number and types of clients, and the nature of services provided. Also discusses the programs' impact on recidivism, measured as recommitment to a DOC institution. Accession no. 006322

Final Report on a Project to "Expand the Community Services Centers' Job Search Assistance Program." National Alliance of Business, Atlantic Regional Service Office (New Brunswick, NJ); Pennsylvania Dept. of Corrections, Community Services Division (Camp Hill, PA). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1988. 188 p.

Describes a program to expand group job search training offered at community service centers (CSCs) in Philadelphia to other regions of Pennsylvania. Through the program, trained CSC staff deliver training to offenders residing at CSCs after prison and provide information on employment

and training resources available throughout the state. Contains an instructor's guide and participant's manual for offender self--directed job search training. Accession no. 007401

Findings and Recommendations from the National Supported Work Demonstration. Manpower Demonstration Research Corp. (New York, NY). 1980. 20 p.

Concentrating on four hard--to--employ groups, this project had mixed results in helping people join the labor force, do productive work, cease socially destructive behavior, and become self--supporting. Target groups included ex--offenders, ex--addicts, young school dropouts, and women who received Aid to Families with Dependent Children for several years. The program had a marginal impact on ex--offenders. Accession no. 000620

*** Getting Help to Stay Employed: The Use of Postemployment Services.** Haimson, Joshua; Hershey, Alan. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Public Aid, Division of Planning and Community Services (Springfield, IL). 1997. 26 p.

Evaluates the effectiveness of job retention services by examining five key program components of the Postemployment Services Demonstration project: counseling and support, job search assistance, help in resolving problems, referrals, and support service payments. Identifies the most valuable of these services and suggests ways similar programs may be improved. Accession no. 014544

Impact of Employment Programs on Offenders, Addicts, and Problem Youth: Implications From Supported Work. Piliavin, Irving; Masters, Stanley. University of Wisconsin--Madison, Institute for Research on Poverty (Madison, WI). Sponsored by U.S. Dept. of Health and Human Services (Washington, DC). 1981. 35 p.

Reviews results of various federally funded employability programs for individuals previously involved in crime and drug use, with special emphasis on the impact of the Supported Work program. The data suggest that employment--enhancing programs are only selectively effective and that participants over 35 years of age appear to be particularly responsive to these programs. Accession no. 002278

Initial Assessment of the Division of Parole's Employment Services. Davidoff--Kroop, Joy; Sontag, Steven David. New York State Division of Parole, Evaluation and Planning Unit (Albany, NY). 1983. 39 p.

Based on an analysis of the needs of parole employment program clients, services provided, and employment outcomes, recommends increased statewide coordination of program goals, data collection, and planning and evaluation. Suggests a citizen and industry advisory board be formed to promote parolee employment. Accession no. 003939

*** Job Placement for Offenders in Relation to Recidivism.** Finn, Peter. 1998. 18 p.

Examines the increased use of programs that prepare ex--offenders to find work immediately after release and reviews the programs' effectiveness. Profiles three projects: the Safer Foundation in Chicago, the Center for Employment Opportunities in New York City, and Project RIO (Re--Integration for Offenders) in Texas. Findings suggest that replication of these programs is warranted. Accession no. 014851

*** Keeping Welfare Recipients Employed: A Guide for States Designing Job Retention Services.** Rangarajan, Anu. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Human Services (Springfield, IL). 1998. 70 p.

Addresses what makes job retention hard for welfare recipients, what can be done to promote job retention, and the key factors that state and local agencies must consider as they set up job retention programs. Based on lessons learned through the Postemployment Services Demonstration project. Suggests that client needs can be best understood and services best developed by answering three questions: 1) who to serve, 2) what types of services to provide, and 3) who will run the program. Lists selected programs being implemented by state and local agencies. Accession no. 014579.

Labor Market Experiences of Adult Parolees in Ohio: Review and Case Data Analysis. Sandver, Marcus Hart. Ohio State University (Columbus, OH). 1981. 59 p.

Investigates the determinants of employment for a sample of adult parolees to form a framework for policy formulation. Tracks the effects of demographic variables, personal and family characteristics, criminal history, work and training experience, and locational characteristics and finds prison work experience to be the most positive factor in parolee employment. Accession no. 000366

Post Secondary Correctional Education: An Evaluation of Parolee Performance. Holloway, Jerry; Moke, Paul. Wilmington College (Wilmington, OH). 1986. 21 p.

Discusses the links between the education of inmates while in prison to successful employment after release and between employment and rates of reintegration and recidivism. Accession no. 004362

The POWER Program (Providing Opportunities for Work, Education, and Readiness): Final Evaluation Report. Dobmeyer, Tom; Smith, Carol; Bracht, Glenn. Hennepin County Bureau of Community Corrections, Program Evaluation Team (Minneapolis, MN). 1993. 35 p.

Reports on the POWER Program, a vocational education and training program at the Hennepin County Adult Corrections Facility. Services include skills and aptitude assessment, life skills training, optional education classes, transition support services, pre--arranged job interviews, housing assistance, and mentor support. Describes the program's key elements and participant characteristics, employment after release, and recidivism rates. Accession no. 011699

*** Prison Work Program (CORCAN) Participation: Post–Release Employment and Recidivism.** Correctional Service of Canada, Research Branch (Ottawa, Ontario). 1998. 23 p.

Reviews findings from a study of offenders who spent 6 months or more in a CORCAN employment program while incarcerated. Those who were employed during the first 6 months after release had fewer convictions than those who were unemployed, and those on statutory release had a higher percentage of new violent convictions than those released on day or full parole. Accession no. 014846. *View online at http://198.103.98.138/crd/reports/r69/r69e.html.*

*** Providing Services to Promote Job Retention.** Haimson, Joshua; Hershey, Alan; Rangarajan, Anu. Mathematica Policy Research, Inc. (Princeton, NJ). Sponsored by Illinois Dept. of Public Aid. Division of Planning and Community Services (Springfield, IL). 1995. 123 p.

Discusses the prevention of job loss among newly employed welfare recipients as an important component in helping them attain economic self--sufficiency and reduce public assistance rolls. Identifies six principles in four Postemployment Services Demonstration programs that could benefit future programs: 1) Programs should establish rapid contact with clients and maintain communication. 2) Personal attention from case managers is the most valued intervention. 3) Child care funding must be accessible. 4) Case managers must gain clients' trust. 5) Effective communication within the bureaucracy is important. 6) Promoting reemployment requires balancing persuasion and pressure. Accession no. 014550

Recidivism and Rehabilitation. Boudouris, James. Iowa Dept. of Corrections (Des Moines, IA). 1985. 46 p.

Reports on a study of recidivism among 1,167 adult male inmates released from Iowa prisons between 1970 and 1984, which found the lowest recidivism rates among those who participated in vocational programs, educational programs, prison industries, or farm work. Accession no. 004077

Reintegrating the Ex–Offender: A Critique of Education and Employment Programs. Jengeleski, James L. 1982? 14 p.

Reviews the literature on assisting ex--offenders' reentry into the community, identifying no single factor as a "cure--all" for reducing recidivism and improving employment opportunities. Discusses program shortcomings; evaluative findings; and directions for improved, objective measurement of program results. Accession no. 005995

Report of the Department of Criminal Justice Services to Study and Evaluate Pre– and Post–Incarceration Services and Service Delivery in Virginia to the Governor and the General Assembly of Virginia. Virginia Dept. of Criminal Justice Services (Richmond, VA); Virginia General Assembly (Richmond, VA). 1995. 26 p.

Describes transition services offered to inmates in the Virginia corrections system, including pre--release workshops, employment skills training, employment placement services, financial assistance, mentoring, transportation to prospective job sites, and individual and family counseling. Evaluates Virginia's programs, reviews those in other states, and presents recommendations. Accession no. 012746

Special Release and Supervision Programs: Two Year Outcome Study, Project RIO. Eisenberg, Michael. Texas Board of Pardons and Paroles, Division of Budget and Planning (Austin, TX). 1989. 12 p.

Examines a 2--year outcome for a random sample of releasees and a sample of Project RIO participants. Project RIO (Re--Integration for Offenders) is an employment project that provides orientation, intake, a job search workshop, and job placement assistance to inmates released from the Texas DOC to parole supervision. Accession no. 007294

*** Summative Evaluation, South Carolina Department of Corrections "Out for Life" Project.** Ryan, T.A.; Grassano, James B. Ryan Associates, Inc. (Lexington, SC); South Carolina Dept. of Corrections (Columbia, SC). Sponsored by South Carolina Materials Procurement Office (Columbia, SC). 1996. 2 v. (v.1 -- 78 p., v.2 -- 421 p.)

Examines the results of the 3--year experimental "Out for Life" project, designed to increase inmates' life skills and result in reduced recidivism. The main goals of the project were to: 1) strengthen the assessment/classification process in the South Carolina Department of Corrections, 2) develop a life skills curriculum, and 3) develop an advocacy center. Accession no. 013586

Work Release: Recidivism and Corrections Costs in Washington State. Turner, Susan; Petersilia, Joan. U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1996. 15 p.

Reviews two studies of the Washington State work release program. In contrast to the national decline of work release as a means of preparing imprisoned offenders for reintegration into the community, Washington State has allocated more than a third of its community corrections budget to work release. The first study analyzed a cohort of 2,452 males released in 1990, and the second compared the recidivism of 218 offenders who either participated in work release or completed their sentences in prison. Findings indicated that nearly 25% of all prisoners released in Washington made a successful transition to the community through work release. Explores characteristics of successful offenders and outlines program costs. Accession no. serial572.

Section 3.5 Program Descriptions

CEO, or the Center for Employment Opportunities. Center for Employment Opportunities (New York, NY). 1996? 13 p.

The Center for Employment Opportunities (CEO) provides employment, job training, and job development services to men and women returning from jail or prison. This document provides one--page descriptions of the two CEO projects: the Neighborhood Work Project (NWP) and the Vocational Development Program (VDP). NWP offers immediate, short--term work opportunities; VDP provides pre--employment training and placement in permanent, unsubsidized jobs. Includes a pro-

motional booklet in the form of photo essay and a sample "Offender's Pocket Resume." Accession no. 013197

*** Chicago's Safer Foundation: A Road Back for Ex--Offenders.** Finn, Peter. Sponsored by U.S. Dept. of Justice, National Institute of Justice and National Institute of Corrections (Washington, DC); U.S. Dept. of Education, Office of Correctional Education (Washington, DC). 1998. 19 p.

Describes the Safer Foundation, which helps ex--offenders find and hold jobs and provides basic education, life skills training, support for solving social problems, and follow--up services after job placement. Its Programmed Activities for Correctional Education (PACE) Institute provides inmates in Chicago's Cook County Jail with basic education and life skills courses and some one--on--one tutoring. Its Crossroads Community Correctional Center, the largest work release center in Illinois, provides extensive educational and employment readiness programming. Describes program features, effectiveness, and keys to success. Accession no. serial644. *View online at http://www.nicic.org/pubs/ 1998/serial644.pdf.*

Collaborative Career Fair. South Carolina Dept. of Probation, Parole, and Pardon Services (Columbia, SC); South Carolina Dept. of Social Services (Columbia, SC). 1996. 48 p.

Materials relate to a multi--county career fair jointly sponsored by several educational, vocational, employment, and correctional agencies. Includes materials used to plan the event, notes on preparing job seekers to attend, and an assessment form completed after the fair by potential employers. Also includes a proposal for funding to aid ex--offenders in their job search by providing photo identification. Accession no. 013206

*** The Community Service Center of New Orleans.** Community Service Center, Inc. (New Orleans, LA). 1997. 12 p.

Describes the assistance provided by the Community Service Center, a United Way program that provides holistic services to adult ex--offenders in an effort to reduce recidivism. Services include emergency assistance, such as temporary lodging, clothing, transportation, and medical help, as well as counseling, training opportunities, GED preparation classes, and employment facilitation. Support groups focus on substance abuse, socialization, and family reunification. Accession no. 014053

Community Service Work Programs. Washington State Dept. of Corrections, Division of Institutional Industries (Olympia, WA). 1985. 25 p.

Describes work programs available within the Department of Corrections and focuses on the community service element. Includes participant materials, forms, work statistics, and a brochure to solicit local involvement. Accession no. 003343

Correctional Rehabilitation Education Pre--Employment Program. Facio, Pedro I. Los Angeles Sheriff's Department, Men's Central Jail, Correctional Education Division (Los Angeles, CA). 1990. 7 p.

Describes the Los Angeles Central Jail Pre--Employment Program, which serves as a transition from educational curricula to the work environment and emphasizes social education life skills for inmates. Includes an outline of program criteria and recruitment activities. Accession no. 008804

Description of Program Alternatives. Utah Dept. of Corrections, Women's Community Correctional Center (Salt Lake City, UT). 1995. 2 p.

Summarizes program alternatives offered by the Utah Women's Community Correctional Center for three groups: general population offenders, mentally ill offenders, and female sex offenders. Discusses classes on drugs and alcohol, parenting, and positive solutions; clinical services; job training; and education. A table outlines the program structure. Accession no. 007824

Dismas Charities, Inc. Dismas Charities, Inc. (Louisville, KY). 1995? 17 p.

Summarizes the social services provided by Dismas Charities to individuals and communities, including community corrections facilities, job training programs, alcohol and drug treatment programs, residential facilities for HIV/AIDS clients, and early childhood development centers. Accession no. 012670

*** District Resource Center [of the] 22nd, 207th and 274th Judicial District.** District Resource Center (Lockhart, TX). 1997? 10 p.

Describes an intensive, non--residential human--service program that helps clients gain employment. In Phase I of the program, clients complete a personal development curriculum, receive alcohol/drug education, participate in an assessment, and set goals. Phase II addresses clients' educational needs. Phase III involves employment--enhancement programming and job search assistance. Phase IV involves evening programs for support. Accession no. 014054

Federal Bonding Program (FBP). U.S. Dept. of Labor, Employment and Training Administration (Washington, DC). 1993. 44 p.

Describes a federal program to help secure the job placement of ex--offenders and others at risk. The Federal Bonding Program gives the employer, free of charge for up to 12 months, a special fidelity bond providing insurance that protects the employer against employee dishonesty. It serves as an incentive for employers to hire persons with a questionable background. Includes a directory of state and regional bonding coordinators. Accession no. 011060

*** Inmate Job Development Program.** New York State Dept. of Correctional Services. Inmate Job Development Unit (Albany, NY). 1997. 15 p.

Compiles materials for mailing to prospective employers that describe the procedures for and benefits of hiring work release inmates, answers potential questions about the Inmate Job Development program, and explains the federal bonding program. Includes sample job application forms. Accession no. 013835

*** Inmate to Work: Program Design, Related Program Documents.** Kolkmeyer, Alexandria. New Mexico Corrections Dept., Education Bureau (Santa Fe, NM). 1998. 9 p.

Describes a New Mexico program that uses sound educational practices to better prepare inmates for a successful workplace transition. This program is offered to inmates who express an interest in succeeding in a job. Components include producing professional--looking employment portfolios, building interview skills, attending job fairs and interviews, developing individual success plans, and providing a transition mentor after program completion. Includes testimonials from participating inmates. Accession no. 014716

IUE/The Work Connection: A System of Alternatives. IUE/The Work Connection, Inc. (Saugus, MA). 1986. 28 p.

Reports on a jail alternative sentencing program provided by IUE/The Work Connection, which offers qualified individuals an opportunity to interview for jobs at "host" companies, and, if hired, to receive an 8--week training/trial period. The program provides ongoing supervision of the newly hired individuals and offers support after the 8--week period if requested. Accession no. 005958

J.O.B.S. Program (Job Opportunities and Basic Skills): Final Report, July 1, 1992 to May 31, 1993. The Frank X. Gordon, Jr. Education and Learning Center (Mesa, AZ); Maricopa County Adult Probation Dept. (Phoenix, AZ). 1993. 103 p.

A final report of the Job Opportunities and Basic Skills (JOBS) program, which provides educational and job training opportunities to welfare recipients. The curriculum covers the academic subjects needed to pass the GED and a life skills component. Includes students' comments about the

JOBS program, the curriculum, information about student orientation and student files, and documentation of the self--esteem workshop and the nutrition class. Accession no. 011115

JTPA Summer Youth Employment Program: 1994. Morgenbesser, Leonard I. New York State Dept. of Correctional Services, Division of Program Planning, Research and Evaluation (Albany, NY). 1995. 19 p.

Provides an overview of the department's 1994 participation in the Job Training Partnership Act (JTPA) Summer Youth Employment Program. Twenty--eight department facilities and 113 youths participated in the program. Accession no. 005779

"Life After Prison": Successful Community Reintegration Programs Reduce Recidivism in Illinois. Black, Hartzel L.; Turner, Pam G.; Williams, James A. Southeastern Illinois College, Central Administrative Office for Correctional Education (Vienna, IL). 1993. 16 p.

Briefly describes the interactive programs that comprise a holistic transitional program. Participants are required to have completed vocational and employability skills training before entering the Life Skills Employment Awareness Program and accessing the resources of Community Networking for Offender Reintegration. The program includes components such as conference calls between inmates and outside resources, mentoring, a comprehensive employment portfolio, post--release support services, and a statewide community reintegration network. Accession no. 013199

McNeil Island Work Ethic Camp: Inmate Handbook. Campbell, Jacqueline. McNeil Island Corrections Center (Steilacoom, WA). 1993. 35 p.

Presents a program overview, general rules of behavior, family/friend policies, and the basics of camp operation. Topics include case management, work assignments, educational programs, substance abuse, recreation, transition planning, searches, meals, libraries, health services, and inmate evaluations. The appendix contains an illustration of the living standards expectations. Accession no. 011724

*** Mock Job Fair Handbook.** U.S. Dept. of Justice, Federal Bureau of Prisons, Inmate Placement Program Branch (Washington, DC). 1997. 24 p.

Explains the concept of the mock job fair, which gathers employers together to provide realistic job application and interview experiences to inmates who will be released in the near future. Details how mock job fairs are organized and the important steps in the process. Includes sample letters, evaluation forms, and timeline charts. Accession no. 014145

*** The Nova Ancora: Vocational Training and Employment Program: An Innovative and Effective Jobs Program Within the New York City Department of Probation.** Gelormino, Louis M.; Weiss, Eden J. New York City Dept. of Probation (New York, NY). 1998. 10 p.

Describes the Nova Ancora (New Anchor) program, which uses a collaborative teamwork approach to finding employment for probationers and offers employers pre--screened, drug--free, motivated prospective employees and a support system to deal with problems. Outlines the program's accomplishments. Accession no. 014470

Offender Employment and Compensation, Inmate Program Assignments, and Community Services Crew: Field Instructions from the Washington Corrections Center for Women. Washington Corrections Center for Women (Gig Harbor, WA); Washington State Dept. of Corrections, Division of Prisons (Olympia, WA). 1996. 35 p.

Contains procedural directives and related forms for three types of inmate employment. Outlines requirements for selection, termination, supervision, and compensation of institutional support workers and includes job descriptions. Directives for program assignment cover criteria for participation in and termination from educational and vocational programs and positions in free venture, tax reduction, support, and community work industries. Materials on community service describe crew

and site selection, pay, and supervision, as well as rules and expectations of inmate participants. Accession no. 013210

POWER Program (Providing Opportunities for Work, Education and Readiness). Hennepin County Adult Corrections Facility (Plymouth, MN). 1992. 4 p.

Describes the program mission and goals of the POWER Program, which includes both programming during incarceration and transitional services geared toward positive establishment in the community. Accession no. 010404

*** Project Re–Enterprise: A Texas Program.** Moses, Marilyn C. Sponsored by U.S. Dept. of Justice, National Institute of Justice and National Institute of Corrections (Washington, DC); U.S. Dept. of Education, Office of Correctional Education. 1996. 16 p.

Profiles Project Re--Enterprise (PRE), a Texas program administered by the Crime Prevention Institute. Local business leaders participate in an educational initiative to hone the job--seeking skills of inmates, who interview at mock job fairs. The program provides interviewing practice for the inmates and has caused some employers to voluntarily alter their policies regarding hiring ex--offenders. Describes PRE's process, funding, and measures of success and outlines the U.S. Department of Labor's Federal Bonding Program. Accession no. serial553. *View online at http://www.nicic.org/pubs/1996/serial553.pdf.*

Recycling Programs as Part of Work Release. Schulz, Douglas B. Ventura County Corrections Services Agency (Camarillo, CA). 1992. 3 p.

Describes the Ventura County Work Release Program, which offers an alternative to incarceration for offenders convicted of minor offenses and violations of probation. The program requires rigorous and strenuous manual labor, and a day of labor constitutes a day of sentence served. Two recycling programs are among the work programs available. Accession no. 010478

*** Successful Job Placement for Ex–Offenders: The Center for Employment Opportunities.** Finn, Peter. Sponsored by U.S. Dept. of Justice, National Institute of Justice and National Institute of Corrections (Washington, DC); U.S. Dept. of Education, Office of Correctional Education (Washington, DC). 1998. 19 p.

Describes a New York City program that facilitates the reintegration of newly released offenders, primarily boot camp releasees. Discusses offenders' transition from work crew participation to job interview, to permanent employment, and through follow--up services. Outlines the responsibilities of program staff, discusses the organization's relationship with the community, and presents information on its success rate and testimonials from participants. Accession no. serial636. *View online at http://www.nicic.org/pubs/198/serial636.pdf.*

Summary Statement, Opportunity to Succeed: Post–Incarceration Services for Substance Abusing Ex–Offenders. Center on Addiction and Substance Abuse at Columbia University (New York, NY). 1994. 7 p.

Describes a demonstration research program that provides intensive services for drug--addicted offenders who have received significant drug treatment in jail or prison and are returning to the community on probation or parole. The program sites, located in five inner–city neighborhoods in four states, are designed to provide a package of aftercare services including substance abuse treatment, employment and training, housing, family intervention and parenting training, and health and mental health services. Accession no. 011704

*** Texas' Project RIO (Re--Integration of Offenders).** Finn, Peter. Sponsored by U.S. Dept. of Justice, National Institute of Justice and National Institute of Corrections (Washington, DC); U.S. Dept. of Education, Office of Correctional Education (Washington, DC). 1998. 19 p.

Describes a Texas project that provides job preparation services to state prison inmates and job placement services to parolees in every Texas county. A 1992 evaluation indicated that a large percentage of RIO participants found employment and only 23% of high--risk participants returned to prison, compared with 38% of non--RIO parolees. Accession no. serial643. *View online at http://www.nicic.org/pubs/1998/serial643.pdf.*

Turning Point of Central California: Substance Abuse Treatment Unit [SATU]. Turning Point of Central California, Substance Abuse Treatment Unit (Fresno, CA). 1989. 6 p.

SATU provides an alternative to prison for parole violators who are substance abusers. It provides intensive substance abuse counseling, drug and alcohol treatment, and instruction in job search techniques. Accession no. 007956

The "What Life Could Be" Project. Maryland State Dept. of Education, Occupational Skills Training Center (Baltimore, MD). Sponsored by U.S. Department of Education (Washington, DC). 1996? 3 p.

Information sheets describe a project that teaches incarcerated individuals life skills for succeeding after release and provides post--release career counseling. Counseling services cover life skills, employment readiness, on--the--job skills, substance abuse, and computer literacy. A flow chart demonstrates the progression of program components. Accession no. 013203

The Wildcat Experiment: An Early Test of Supported Work. Friedman, Lucy N. Vera Institute of Justice (New York, NY). Sponsored by National Institute on Drug Abuse (Rockville, MD). 1978. 146 p.

Describes the history, operation, financing, and impact of the Wildcat Service Corporation, a New York City not--for--profit organization providing structured jobs for the chronically unemployed, such as former heroin addicts and criminal offenders. Accession no. 001759

Windham School System Model for Offender Employment. Texas Dept. of Criminal Justice, Windham School System (Huntsville, TX). 1995. 13 p.

Outlines a comprehensive program developed by the Windham (Texas) School District for offender education. The program focuses on guidance and career development, program options, and institutional and community transitional services, with emphasis on employment and/or further education for ex--offenders. Accession no. 012729

*** Women in Transition and the Mentoring Program.** Women in Transition, Inc. (Cranston, RI). 1996. 6 p.

Describes the services of the Women in Transition program, which acts as a bridge between the correctional system and the community by helping women who are in conflict with the law make the transition to a positive lifestyle. Also describes the Mentoring Program, which provides help to women leaving prison who can and want to work. Accession no. 013811.

Work Release: Recidivism and Corrections Costs in Washington State. Turner, Susan; Petersilia, Joan. U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1996. 15 p.

Reviews two studies of the Washington State work release program. In contrast to the national decline of work release as a means of preparing imprisoned offenders for reintegration into the community, Washington State has allocated more than a third of its community corrections budget to work release. The first study analyzed a cohort of 2,452 males released in 1990, and the second compared the recidivism of 218 offenders who either participated in work release or completed their sentences in prison. Findings indicated that nearly 25% of all prisoners released in Washington made a successful transition to the community through work release. Explores characteristics of successful offenders and outlines program costs. Accession no. serial572

Section 4. Multidisciplinary Materials

4.1 General

1995 Five Year Plan for Female Inmates. Illinois Dept. of Corrections (Springfield, IL). 1995. 40 p.

Profiles female offenders, identifies the current and anticipated needs of this growing population, and summarizes current services provided. The 5--year plan focuses on five areas: administration of programs, housing options, education and training, correctional industries, and programming. It reflects the DOC's commitment to provide meaningful solutions to the special needs of female inmates. Accession no. 012750

Brochures from the Illinois Council on Vocational Education on Basic Work Skills. Illinois Council on Vocational Education (Springfield, IL). 1991. 12 p.

Six brochures summarize findings from roundtable discussions with business and labor and from a survey of 1,200 businesses and 26 labor organizations. The three brochures for students and job seekers present nine essential skills for work success. The three brochures for educators suggest actions for improving education; maximizing partnerships among education, business, and labor; and preparing a globally competitive workforce. Accession no. 013196

CASES: Center for Alternative Sentencing and Employment Services, Court Employment Project/ Community Service Sentencing Project [Annual Report]. Center for Alternative Sentencing and Employment Services (New York, NY). 1990. 19 p.

CASES consolidates the Court Employment Project (CEP) and the Community Service Sentencing Project (CSSP). CEP administers two 6--month programs that provide counseling, education, treatment, employment, and vocational activities. CSSP is a program for nonviolent misdemeanor offenders that requires 70 hours of unpaid community service. Two new programs offered by CASES are a parental support unit and a drug relapse prevention unit. Accession no. 009088

The Center for Alternative Sentencing and Employment Services: Report. Center for Alternative Sentencing and Employment Services (New York, NY). 1993. 45 p.

CASES runs two intermediate sanctions programs: the Court Employment Project, which provides services and supervision primarily for young felony offenders, and the Community Service Sentencing Project, which works with chronic misdemeanor offenders. Describes CASES' service to clients and work in shaping criminal justice system policies. Accession no. 011173

Communities Talk: A Focus on the Positive Impact of Corrections Within Florida Communities. [Videorecording.] Florida Dept. of Corrections (Tallahassee, FL). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1994. 1 videocassette (22 min.); VHS.

Highlights various agencies and groups, such as the Florida Park Service, Habitat for Humanity, food share organizations, the Florida Division of Forestry, and construction companies, that have formed partnerships with correctional institutions to use inmate labor. These partnerships help reduce costs, increase efficiency, keep inmates busy, provide meaningful work, and train inmates for future employment. Cites one prison that formed a partnership with a local university to experiment

with a vineyard. The prison provided the land and inmate labor, while the university provided the expertise. Accession no. 012957

Community Service Corps: A Corrections' Initiative. Besse, Art. Wisconsin Division of Corrections, Bureau of Program Services (Madison, WI). 1985. 59 p.

Discusses Wisconsin's community service corps, which assists probationers in obtaining training, education, and employment experience. Accession no. 004644

Correctional Training, Industries and Education: TIE. Littlefield, John F.; West, Sharon Crook. Correctional Education Association (Washington, DC); Correctional Industries Association (N.P.); Eastern Kentucky University, Dept. of Correctional Services, Training Resource Center (Richmond, KY). 1990. 32 p.

Includes seven articles presented at the Second Training, Industries and Education Conference, held in Cincinnati, Ohio, in November 1988. Discussions focus on the importance of and benefits that can be derived from cooperative efforts among correctional education, industries, and training programs. Accession no. 008282

*** The Delaware Department of Correction Life Skills Program.** Finn, Peter. Sponsored by U.S. Dept. of Justice, National Institute of Justice and National Institute of Corrections (Washington, DC); U.S. Dept. of Education, Office of Correctional Education (Washington, DC). 1998. 19 p.

Profiles a 4--month Delaware program for incarcerated men and women that includes academics, violence reduction, and applied life skills and incorporates a Moral Reconation Therapy approach. Addresses staffing and program development issues, describes program costs, and provides vignettes of participants' experiences during and after the program. Accession no. serial660. *View online at http://www.nicic.org/pubs/1998/serial660.pdf.*

The Delaware Mentor Program, Inc. The Delaware Mentor Program, Inc. (Wilmington, DE). 1995. 8 p.

Describes a transition program to reintegrate female offenders into the community that develops self--awareness and provides a support system to facilitate their transition and prevent recidivism. Discusses program objectives, components, performance measures, accomplishments, successes, and future objectives and presents the results of a recidivism study. Accession no. 012696

Five--Year Plan for Female Inmates: Fiscal Year 1991 Update. Illinois Dept. of Corrections (Springfield, IL); Illinois Bureau of Administration and Planning, Planning and Budget (Springfield, IL). 1991. 9 p.

Because most incarcerated women in the Illinois DOC are nonviolent offenders and are mothers, the 5--year plan recommends that many be placed in community sanctions programs, such as probation coupled with work release or treatment. The report covers population trends; departmental background, administration, and housing and capital needs; educational, vocational, and other programs; and correctional industries. Updates the recommendations made in the original plan. Accession no. 010895

An Integrated Approach to Education, Work, and Offender Reintegration: Final Report. Washington State Dept. of Corrections (Olympia, WA); Criminal Justice Associates (Philadelphia, PA). Sponsored by U.S. Dept. of Education (Washington, DC). 1993. 148 p.

Describes the Offender Reintegration Project, which provided an integrated continuum of education, training, job readiness, and work experience over a 3--year period. The project was designed to enable offenders to reenter society equipped with a variety of life skills, adaptable job skills, communication skills, and coping skills. Describes the project's background, organization, design, curriculum, implementation, participant selection, and outcomes. Accession no. 011662

Milwaukee County Inmate Programs Improve Job Skills and Benefit the Community. Cox, Richard. *Large Jail Network Bulletin*, Winter 1993, p. 17--21. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1993. 5 p.

The Milwaukee County House of Corrections offers a variety of inmate work programs and services ranging from the traditional—such as laundry and food services—to more unconventional programs—such as a fish hatchery, a nursery, and a print shop. Several educational and vocational programs are provided through partnerships with a private, nonprofit social service agency and the adult vocational system. Accession no. period102. *View online at http://www.nicic.org/pubs/1993/period102.pdf.*

New Options in Offender Education. McCollum, Sylvia G. Annual Conference of the American Association of Community and Junior Colleges—64th, 1984 (Washington, DC); U.S. Dept. of Education, Educational Resources Information Center (Washington, DC). 1984. 10 p.

Discusses vocational education provided to inmate workers in the Federal Bureau of Prisons' UNICOR industries program, featuring a new focus on literacy improvement, computer--assisted instruction, and training in technologies such as computerized drafting and computer programming. Accession no. 003209

Ohio Plan for Productive Prisons Manual. (Revised). Seiter, Richard P. Ohio Dept. of Rehabilitation and Correction (Columbus, OH). 1987. 33 p.

Describes an Ohio plan that combines basic components of work, training, and education into a systematic approach that benefits both inmates and institutions. It uses the training, industries, and education (TIE) concept. Accession no. 006102

*** The Orange County, Florida, Jail Educational and Vocational Programs.** Finn, Peter. U.S. Dept. of Justice, National Institute of Justice (Washington, DC). 1997. 15 p.

Describes five voluntary programs tailored to short jail stays: basic education, vocational training, life skills development, women's psychoeducational support groups, and substance abuse education based on the Moral Reconation Therapy model. Discusses job assistance provided and the incentives offered to inmates for program participation. Accession no. serial628

Pre–Release/Transition: Inmate Programs and Support Upon Entry, During Incarceration, and After Release. Shand, Rebecca A.S. 1995. 70 p.

Examines inmate pre--release/transition programs in Minnesota and other states and presents recommendations for implementing such programs at Minnesota Correctional Facility–Moose Lake. Reviews program components, such as life skills training, vocational education, and job training, and discusses evaluation, implementation, and institutional coordination of such programs. Accession no. 012532

*** Report to the Congress of the United States on the Activities of the Office of Correctional Job Training and Placement During Fiscal Year 1998.** U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1999. 7 p.

Discusses the status of offender job training and placement programs in fiscal 1998, federal interagency coordination, training, and public information and clearinghouse activities. Accession no. 014886. *View online at http://www.nicic.org/pubs/1999/014886.pdf.*

S.R.D.—Stop the Revolving Door—Pre--release. Minnesota Correctional Facility–Lino Lakes, Education Dept. (Lino Lakes, MN). 1993. 148 p.

A 4--week pre--release program designed by and for inmates is based on the philosophy that inmates can help themselves and others stay out of prison via support systems that aid their transition from institutional life. The program manual, for use before or after release from prison, includes discussions, worksheets, exercises, and referral information for federal, state, and local agencies and or-

ganizations. Topics addressed include getting a job, money management, self--esteem, stress management, anger management, relationships, problem solving, victim empathy, and values clarification. Referral information emphasizes service agencies in areas such as employment, job training, housing, and educational resources throughout Minnesota and in the Minneapolis--St. Paul area. Accession no. 013105

Vital Issues Project's (VIP) Life Skills Cognitive Training. Life Skills Foundation (Harrisburg, IL). 1996? 21 p.

Describes the Life Skills Center program, which supports correctional, educational, and welfare agencies in Harrisburg, Illinois, and surrounding areas. The program's holistic treatment covers cognitive life skills training; community and social transitional services; employment transitional services; education and job training; marketing services; and specialized programs for substance abuse, sex offense, DUI, and legal needs. Includes a brochure, concept statement, survey instrument for capturing the client's correctional experience, template for personal profiles, basic skills checklist, and program statistics from 1989 through 1994. Accession no. 013200

4.2 Training Issues and Curricula

*** Cognitive/Behavioral Strategies to Changing Offender Behavior.** U.S. Dept. of Justice, National Institute of Corrections (Longmont, CO). 1998.

A 32--hour training package that prepares corrections staff to develop effective cognitive programming. Presents material in four modules that agencies can use completely or in part. Module One provides an overview of cognitive programs, principles, restructuring, and what works with offenders. Module Two covers cognitive restructuring and the four steps of cognitive self--change. Module Three includes an introduction to cognitive skills; a description of the process by which skills are taught; and discussions of social skills for offenders, problem solving, and cognitive skills in perspective. Module Four covers applications and implementation. Includes a facilitator's and a participant's manual and 6.5 hours of videotape. Accession no. 014794

Correctional Industries and Vocational Education: A Program Linkage for Furniture Manufacturing, Curriculum Guide. New Mexico Corrections Dept., Education Division (Santa Fe, NM). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1987. 10 p.

Discusses a project to develop an integrated education and vocational education pre--employment training program to prepare inmates for placement in the furniture manufacturing industry at the Santa Fe State Penitentiary. Accession no. 006426

Prison Industry, Education and Work Program—Longmont, CO—July 16–21, 1989. U.S. Dept. of Justice, National Institute of Corrections Academy (Boulder, CO). 1989. ca. 480 p.

A curriculum package that explores the TIE (Training, Industry, and Education) concept by examining the philosophy behind it and strategies for implementation. Accession no. 007974

*** RECAP (Rock County Education and Criminal Addictions Program): Program Manual, Prepared to be of Assistance in Program Replication.** Blackhawk Technical College (Janesville, WI); Rock County Sheriff's Dept. (Janesville, WI); Rock Valley Correctional Programs, Inc. (Janesville, WI). Sponsored by U.S. Dept. of Education, Office of Correctional Education (Washington, DC). 1996. 312 p.

Provides program outlines, instructional materials, and reporting forms to aid in replicating the RECAP model. RECAP is designed to reduce recidivism by providing support in the community and

the county jail through literacy and vocational education programs, addiction counseling, and work experiences. Accession no. 013266

Thinking for a Change: Integrated Cognitive Behavior Change Program. Bush, Jack; Glick, Barry; Taymans, Juliana. U.S. Dept. of Justice, National Institute of Corrections (Longmont, CO). 1998. 271 p.

A curriculum package designed for use with offender populations that represents the synthesis of three cognitive--based approaches—cognitive self--change, social skills, and problem solving. Topics include active listening skills, giving feedback, how thinking controls actions, finding new thinking, knowing your feelings, preparing for a stressful conversation, responding to anger, problem solving, and choices and consequences. Participants will learn to evaluate themselves using a skills checklist to develop their own cognitive skills curriculum. Contains lesson plans, text for overhead transparencies, and handouts. Accession no. 014380.

4.3 Outcome Studies/Evaluations

Academic Program Participation and Prisoner Outcomes. Dickman, Cynthia. Michigan Dept. of Corrections, Facilities Research and Evaluation Unit (Lansing, MI). 1987. 57 p.

Describes a study to determine whether there was a correlation between inmates' participation in an academic program and their academic achievement, recidivism rate, and employment success. The study found a general relationship between academic program completion and lower recidivism. Accession no. 005490

Community Assistance Program: Results of a Controlled Study of the Effects of Non–Residential Corrections Services on Adult Offenders in Ramsey County. Owen, Greg; Mattessich, Paul W. Amherst H. Wilder Foundation, Wilder Research Center (St. Paul, MN); Ramsey County Community Corrections Dept. (St. Paul, MN). 1987. 33 p.

Designed to provide individualized, non--residential services at one centrally located, community--based center, the Community Assistance Program helps adult misdemeanant offenders adjust to the community and avoid further involvement in criminal activity. This study describes the participants; reviews client interview follow--up results, educational enrollment and employment records, court records, and probation officer follow--ups; and compares outcomes to program goals. Accession no. 006685

D.C. Government: Noneducation Factors Hindered Criminal Justice Initiative. Stahl, John. U.S. General Accounting Office (Washington, DC). 1990. 28 p.

With the intention of expanding academic and vocational education training programs, the District of Columbia's Criminal Justice Initiative (CJI) was developed as a model education program for the nation's corrections community. The report reviews program planning challenges, use of operating funds, and the impact of CJI training in obtaining jobs for inmates. Accession no. 008800

Interim Report: The Effect of Prison Work Experience, Vocational and Apprenticeship Training on the Long–Term Recidivism of U.S. Federal Prisoners. (Revised.) Saylor, William G.; Gaes, Gerald G. U.S. Dept. of Justice, Federal Bureau of Prisons (Washington, DC). 1995. 4 p.

Analyzing data from the Post Release Employment Project, outlines the effect of prison work experience and vocational training on offenders' behavior following release into the community. Covers a period of 10 years and compares the outcomes to a preliminary report in 1991. Accession no. 012745

Introduction to the Data Base: Design, Methodology, and Univariate Frequency Distributions. Debor, Stephen T.; Libolt, Adria L. Michigan Dept. of Corrections, Facilities Program Evaluation Unit (Lansing, MI). 1983. 165 p.

Describes an extensive database generated by the Facilities Program Evaluation Unit to study the relationships between prisoner involvement in DOC education programs, educational achievement, and outcomes in the community following transfer to community residential programs or parole. Accession no. 004676

Offender Recidivism Report. Hopkins, Arnold J. Maryland Division of Correction (Baltimore, MD). 1988. 23 p.

Describes and reviews a computerized statistical tool called Repeat Incarceration Supervision Cycle, which tracks the number of offenders who recidivate. Also examines other systems for measuring the effectiveness of DOC programs, including educational/vocational programs, state use industries, social work programs, and case management. Accession no. 007440

Post Release Employment Project: Summary of Preliminary Findings. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1991. 13 p.

Summarizes findings from the Bureau of Prisons' Post Release Employment Project, contrasting federal inmates who received training and work experience with a comparison group. Results include institutional adjustment, halfway house outcomes, and post--release outcome data (e.g., disposition, employment, wages). Accession no. 009872

Post Release Employment Project (P.R.E.P.): An Evaluation of the Effects of UNICOR Work Experience and Vocational and Apprenticeship Training on the Inmate's Success in Finding Post–Release Employment. U.S. Dept. of Justice, Federal Bureau of Prisons (Washington, DC). 1984. 37 p.

Outlines procedures for evaluating the Post Release Employment Project and provides relevant forms and data. The evaluation was designed to track employment and recidivism outcomes at 3, 6, and 12 months for persons released from a community treatment center or paroled and to generate data on those who participated in UNICOR industries, vocational programs, and/or apprenticeship programs. Accession no. 002681

PREP: Post Release Employment Project, Interim Report; and Status Update April 1986. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1986. 70 p.

A collection of materials on the PREP project includes an interim report and project abstract from October 1, 1985, summarizing findings about which offenders are most likely to participate in work and vocational programs and about employment outcomes. The April 1986 update discusses the status of the research at the project's 10th quarter of operation. Also includes a report describing PREP research, with appendices that contain program instructions and forms. Accession no. 000365

PREP: Post Release Employment Project, the Effects of Work Skills Acquisition in Prison on Post Release Employment. Saylor, William G.; Gaes, Gerald G. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1987. 17 p.

Presented at the 39th annual meeting of the American Society of Criminology, Montreal, Canada, examines the impact of Federal Prison Industries (UNICOR) employment and other vocational training programs on post--release employability. Explores the relationships between involvement in job training programs, employability, rearrest, and recommitment. Accession no. 007860

PREP Study Links UNICOR Work Experience with Successful Post–Release Outcome. Saylor, William G.; Gaes, Gerald G. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1988? 13 p.

Discusses the Post Release Employment Project (PREP), which examines the effect of prison vocational training and work experience on offenders' behavior after release to the community. Summarizes some of the initial findings of PREP, including the effect of vocational training and work experience on inmates' institutional adjustment, halfway house outcomes, recidivism rates, post--release employment, and wages earned. Finds that vocational training and prison work programs are successful in reducing recidivism rates and increasing inmate adjustment in the community. Accession no. 011823

Prison Job Training Programs, Labor Market Structures and Post Release Life Events. Saylor, William G.; Gaes, Gerald G. U.S. Dept. of Justice, Federal Bureau of Prisons, Office of Research and Evaluation (Washington, DC). 1991. 5 p.

Describes the methodology used to structure the Federal Bureau of Prisons' study of the impact of involvement in UNICOR or other job training programs on post--release employability. Accession no. 009653

Section 5. Videotape Resources

*** 60 Minutes: Strive, Parts One and Two [videorecording].** Hartman, Rome, producer. CBS Inc. (New York, NY). 1997. 1 videocassette (27 min.), VHS.

Profiles Strive, a 3--week intensive job training program based in Harlem and funded entirely from corporate and charitable donations. Part boot camp and part group therapy, Strive takes a tough, no--slack approach that inflicts pain and allows no excuses. Based on the premise that attitude prevents people from getting or keeping a job, the program attempts to break down bad attitudes and instill good ones. Follows a class from the first day to graduation. Accession no. 014566

*** The Goose Story [videorecording].** National Juvenile Detention Association (Richmond, KY). 1992. 1 videocassette (93:45 min.), VHS.

Tells the story of geese and why they fly in a "V" formation, how they support each other, and how they care for a wounded or sick comrade. Draws a correlation with humans and suggests people can learn from the behavior of geese. Accession no. 014715

*** Project Re--Enterprise: A Texas Public--Private Partnership Dedicated to Reducing Crime; [and] Crime Prevention Institute Project Re--Enterprise: News Stories [videorecording].** Crime Prevention Institute (Austin, TX); Forest Glen TV Productions, Inc. (Austin, TX), 1995? 1 videocassette (26 min.), VHS.

Profiles Project Re--Enterprise, a program for inmates who are in therapeutic communities for their drug addictions that involves public and private employers in helping inmates to develop job application, job interviewing, and networking skills through mock job fairs. Includes short segments discussing Project Re--Enterprise from three news programs: NBC Nightly News, Fox TV's City Under Siege, and KXXV--TV (Waco, Texas) Evening News. Accession no. 014503